

LEA-Specific Licensing

2024-25



Utah State
Board of
Education

LEA-Specific Licensing Overview

An LEA-Specific educator license, including areas of concentration and endorsements, is issued by the Utah State Board of Education (USBE) at the request of an LEA's governing body (example: local school board or charter school). This temporary license type is utilized when all other licensing routes for the applicant are untenable or unreasonable.

Educator Responsibilities

BACKGROUND CHECK	Establish a Utah Information Schools Management System (USIMS) record, request a background check for USBE, complete LiveScan fingerprinting, and wait for background check clearance to be posted in USIMS.
EDUCATOR ETHICS	Complete the educator ethics review in USIMS .
PEDAGOGICAL MODULES	Enroll in and complete the Educator Licensing Pedagogical Modules . Keep a copy of your certificate of completion. The modules are not required for a license area or endorsement only.
APPLICATION	Complete the application provided by your school district or charter.

LEA Responsibilities

LEA POLICY	LEA must have a policy including requirements for employing a person on an LEA-Specific license.
PUBLIC BOARD MEETING	LEA board must approve the LEA-Specific license request in a public meeting.
CACTUS ASSIGNMENT	You must post the educator's assignment(s) in CACTUS prior to requesting an LEA-Specific license.
APPLICATION & PEDAGOGICAL MODULES COMPLETION	You must receive and retain an application from each educator. You may use the sample application provided by USBE. Applications must be retained for 1 year for monitoring. You must verify that the educator has completed the Educator Licensing Pedagogical Modules. They will have a personalized certificate of completion (see sample certificate).
REQUEST IN CACTUS	The LEA must post all educator data, including assignments, in CACTUS no later than sixty (60) days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s).
PROFESSIONAL LEARNING PLAN	The LEA must create a Professional Learning Plan (PLP) for each educator with an LEA-Specific Educator License within 60 days after beginning teaching. The PLP should include the plan for the individual to earn their Professional Educator License.
POST LICENSE INFO & PERCENTAGES	The LEA must conspicuously post specific information related to educator licensing on each school's website that employs educators with an LEA-Specific license.