Local Education Agency (LEA) Specific Educator License Renewal Form	Return form to HR Department. *Do not submit this form to USBE unless you are notified of monitoring.*

Local Education Agency (LEA) Specific licenses are requested by a Utah public school district or charter. Educators seeking this type of license renewal require *prior* review and approval of 60 hours completed within the last three years prior to date of license renewal *LEA Specific License renewals are subject to monitoring by the Utah State Board of Education (USBE).* As such, you are required to keep this original signed renewal form and supporting documentation for 12 months *as evidence.*

License Holder's Name: _____ CACTUS ID#: _____

Email: _____

License Expiration Date: _____ Phone Number: _____

Employing School District/Charter: _____

- Have you ever had a credential revoked or suspended that has not been "reinstated" by the Utah Professional Practices Advisory Commission or by another standards Board?

  ☐ Yes ☐ No

ALL EDUCATORS: You must complete the following steps in this order to complete your license renewal:

- Complete renewal form with administrator signature, if determined in section below.
- Login to USIMS.schools.utah.gov:
  - Utah **Educator Ethics Review**
  - Complete **ALL CHECKLIST TASKS**
  - Complete your school district or charter school's LEA-Specific license renewal process

PROFESSIONAL LEARNING: Hours for professional learning activities sponsored or approved by a professional education entity such as university coursework, USBE professional learning events, curriculum development, school improvement, mentoring/training of new teachers, training/supports designed for new teachers or teachers identified as ineffective on the teacher's annual evaluation, instructional coaching, conferences, workshops, institutes, trainings, symposiums, staff-development programs, or ten hours per year for a teacher evaluation deeming the educator highly effective. Trainings that are required as a condition of employment count in this category, including: Annual Code of Conduct Training (R277-322-3), Annual Assessment Ethics Training (R277-404-5), and Youth Suicide Prevention Training (U.S.C. 53G-9-704). Educators should focus professional learning on their license content area.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

Total Professional Learning Renewal Hours:
(max 50 hours)

EDUCATOR COLLABORATION OPPORTUNITIES: Hours for opportunities in which educators engage in data analysis in collaboration with colleagues to inform instructional adjustments and to address student need, including professional learning communities and team collaboration time.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

Total Collaboration Renewal Hours:
(max 30 hours)

PROFESSIONAL SERVICE: Hours for activities related to service in a local, state, or national government or professional education association leadership role, including the Utah Legislature, Utah Education Association, National Education Association, Utah State Board of Education, and local Boards of Education.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

Total Professional Service Renewal Hours:
(max 30 hours)

ALTERNATE LEARNING OPPORTUNITIES: Hours for activities that enhance or improve the education-related skills and knowledge of an educator serving in a school, but not in a role as the primary educator, including working as a paraprofessional, substitute teaching in a public school, volunteering in a public school, traveling with an education purpose or component, presenting at a professional conference (including the time to design/prepare the presentation), educational research, and serving as a department chair in a public school.

DATE COMPLETED	ACTIVITY DESCRIPTION	ACTIVITY TYPE	HOURS

Total Alternate Learning Renewal Hours:
(max 30 hours)

Attach supplementary pages if you need additional space to document activities.

TOTAL RENEWAL HOURS

Renewal Hours Type	Total Renewal Hours
Utah Student Data Privacy Course (see page 1)	
Professional Learning (see page 2)	
Educator Collaboration Opportunities (see page 2)	
Professional Service (see page 3)	
Alternate Learning Opportunities (see page 3)	

Total Renewal Hours:
(100 hours required for all educators)

VERIFICATION SIGNATURES

License Holder Verification:
I verify these statements and total renewal hours are true and I understand this information may be used or provided to potential employers and to the Utah State Board of Education for appropriate licensure purposes. I understand that my Utah renewal may be rescinded, and my license is subject to disciplinary action if any information on this renewal form is false.

License Holder's Printed Name: _____ CACTUS ID#:_____

License Holder Signature: _____ ***Date:*** _____

Current Licensed Administrator or Utah Charter Director Verification:
Please see the Renewal Approval Supports for Administrators on the license renewal website.
I verify that I am a licensed education administrator or Utah charter director and have knowledge of the Utah Educator License Renewal Rules (R277-302). I have reviewed all renewal activities and ensure that all renewal hours listed are in compliance with those rules.

Administrator Printed Name: _____

Administrator Email: _____ Phone: _____

CACTUS# or License Number: _____ Issuing State: _____

Administrator Signature: _____ ***Date:*** _____

Do not submit this form to USBE unless you are notified of monitoring.

Utah State Board of Education | Educator Licensing