

Educator Licensing Newsletter

Podcast Version

You can now LISTEN to the newsletter instead of reading it! [Click here to listen](#) to the 9/17/2026 Educator Licensing Newsletter Podcast (created by NotebookLM).

Sign up for Newsletter Listserv

If you would like to receive future Licensing Newsletters, please subscribe to the [Licensing News Listserv](#) through UEN.

Licensing Team Availability

Beginning in June, the licensing team will meet Monday mornings 9-10:30am. We will not be available during that time for phone calls or educator meetings. We will still offer "office hours" on Fridays 12pm-2pm. [Hop into the meeting](#) with your questions at any time between 12pm-2pm on Friday.

Licensing Coaching

Book a licensing coaching session: [Book time with Malia Hite](#)

If you have any specific feedback for the Educator Licensing team to consider, please contact [Malia Hite](#).

(801) 538-7740

[Educator Licensing Website](#)



October Funding Deadlines

Please ensure that all LEA-Specific requests are submitted to CACTUS by October 1, 2026. All educator assignments and licenses must be posted in CACTUS no later than October 13, 2026.

Extended access to CACTUS RDS through October 13, 2026

We are **extending access to CACTUS RDS**, our legacy educator database through **October 13, 2026**. Our new system, USIMS, will be available to manage educator assignments and licensing details after the October funding deadline.

How to Access CACTUS - Please use Microsoft Edge to log in to CACTUS RDS to avoid the 'spinning error.'

Support & In-Person Access Options - If you have trouble using the system, we are here to help:

- Daily Office Hours: Join our Daily Licensing Office Hours from 12pm-2pm.
- In-Person Computer Access: You can use a dedicated computer at the Utah State Board of Education (USBE) office. Please contact [Jane Conway](#) to schedule an appointment.
- Remote Assistance: If you cannot visit us in person and are unable to access CACTUS online, please contact [Jane Conway](#) or [Malia Hite](#). We will manually help you maintain your records and pull the reports you need.

"Turn-off" the Student Teacher Indicator to Ensure Funding

There are many LEAs that have initially listed their student teachers but the educators have now received their professional licenses. Please verify that all student teachers have been exited. If you are employing them, please be sure to remove the *Student? Yes* indicator in CACTUS so that they will now show as qualified. CACTUS should show: *Student? No* in order to generate funding.

Begin Date	District/Charter	End Date	Contact Hrs	Salary	Add on	Contract Days	FTE	Status	Student?	SHINE	SHINE Amt
07/01/2026		06/30/9999					1.000	Active	No	SHINE	

School Counselors & CCR Certificate & Funding

The state law changed in 2020 to require all school counselors to have the [College & Career Readiness certificate](#); USBE school counselling team has worked with LEAs on this change. The CCR is required to show that a licensed school counselor is qualified. We have added the associate level CCR for anyone with an Associate license or coming from out of state; this gives them 3 years to become compliant. All educator funding is based on license level only. **Individuals who have a Professional license in school counselor will generate Educator Salary Adjustment (ESA) funding even if they do not have the CCR.**

SY27 Annual Licensing Training & USIMS Launch Supports

Each year, the licensing team provides training on all updated policies and procedures. All new users must watch the training in entirety prior to having the new account approved by USBE.

SY 2027: Training held July 30, 2026.

- Watch the [Annual Educator Licensing Training FY 27 Video](#).
- Review the [slides with hyperlinks](#).

CACTUS Codes & Data for SY27

Here is the link to the [Updated School Year \(SY\)2026-2027 Active Core Codes](#).

R277-330 and R277-305

The Board recently approved amendments to [R277-305 School Leadership License Areas of Concentration and Programs](#) and [R277-330 Utah Effective Educator Standards](#). Changes updated the Educational Leadership Standards and removed the Praxis test as a program requirement for School Leadership.

DOPL licenses awarded in CACTUS

Here is an example of how we show DOPL licenses in CACTUS: "DOPL Speech Language Pathologist"

Issue Date	License Area	Expire Date	Institution	Type	Status	USOE Qualified By
08/24/2026	DOPL Speech Language Pathologist	07/16/2027	USBE	Associate	New	University
11/13/2023	Speech - Language Technician	06/30/2026	USBE	Associate	Expired	APPEL Demonstrated Com