

Educator Licensing Newsletter



Podcast Version

You can now LISTEN to the newsletter instead of reading it! [Click here to listen](#) to the 8/15/2025 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.

Change to APPEL Website URL

The Educator Preparation team created a new website and moved the [APPEL Programs page](#) from Licensing to the new [Educator Preparation website](#). Please adjust your records accordingly.

USIMS Errors & Workarounds

Any individual who encounters any error or issue with USIMS should contact USIMShelp@schools.utah.gov

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

(801) 538-7740

[Educator Licensing Website](#)



ANNUAL CACTUS TRAINING & CRITICAL INFO

If you have missed our Annual CACTUS training, here is the link to the [2025-2026 CACTUS TRAINING Video](#) and the [slides](#). We reviewed **critical updates** to licensing policy, funding, and CACTUS. The second part of the training was designed for the new LEA CACTUS Users.

LICENSING RULE R277-301 AMENDMENTS

In August, the Law & Licensing Committee approved [R277-301 Draft 2 September 2025 Board](#). Review a summary of the [Licensing Rule Amendments](#). Any feedback should be directed to [Malia Hite](#).

USIMS (Utah Schools Information Management System) ACCOUNT

Starting **October 13**, educators will no longer be able to access CACTUS (Educator Licensing) through **my.UEN**. All license information will be available in [USIMS](#) moving forward. To make this transition as smooth as possible, be sure to **have educators set up a USIMS profile now** and save any information needed from the [my.UEN CACTUS website](#) before the transition date.

USIMS ACCESS for LEAs

We are developing training for LEAs to utilize USIMS for educator licensing data and assignments. Additional information will be available in September. All training resources will be available on the website and included in future newsletters.

SHiNE

As your LEA is developing policies for Supplement for Highly Needed Educators (SHiNE), please contact Malia Hite with any questions. SHiNE is only available for teachers. Please see the new [SHiNE webpage](#) for additional information. By October 13, 2025, SHiNE must be posted in CACTUS with the amount.

| Current Assignments | | | | | | | | | | | |
|---------------------|--|------------|-------------|----------|-------------|----------------|-----------------|--------|----------|-------|-----------|
| Begin Date | District/Charter | End Date | Contact Hrs | Salary | Add on | Contract Days | FTE | Status | Student? | SHiNE | SHiNE Amt |
| 07/01/2025 | Davis District | 06/30/9999 | 1440 | \$75,000 | | 180 | 1.000 | Active | No | SHiNE | \$1,000 |
| | | | | | | | | | | | |
| School | Assignment | | Percent | Status | Mail Pickup | USOE Qualified | Show Requiremts | | | | |
| Adams School (ELEM) | Mild / Moderate Disabilities -Elementary | | 100% | Active | Yes | Yes | Show | | | | |

NEW ENDORSEMENT NAMES

There have been a few changes in endorsement names. The goal was to adjust names to more clearly express which courses they are aligned with. Review [Endorsement Name Changes 2025-26](#).

NCAEE SYMPOSIUM

NCAEE Symposium - October 15-16 - Minneapolis, MN. For districts & EPPs interested in Educator Ethics & the [Model Code of Educator Ethics](#). It is limited to 50 participants. Open [registration](#) now.

SPECIAL EDUCATION & DEAF EDUCATION COMPETENCIES FEEDBACK

We are seeking public feedback on [Deaf Education license area competencies](#) and [endorsement competencies for special education](#). Your input is valuable in shaping these competencies. Please review the documents found in the links and provide feedback by **September 12, 2025**. Here is the [link](#). If you have any questions, please contact [Susie Scherer](#).

STUDENT DATA PRIVACY

Student Data Privacy Training is no longer required for educator license renewal. It is now an annual training completed with your employer. Here is the link to the updated [Professional Educator License \(PEL\) Renewal Form](#).

LICENSING COACHING for LEAs or IHEs WITH Dr. MALIA HITE

Here is the link to book your time with Dr. Malia Hite. [Book time with Malia Hite](#)