

Utah Military Academy (UMA) – UTAH MILITARY ACADEMY CHARTER SCHOOL LEA SPECIFIC TEACHER LICENSING

Board Policy 2022-6: Teacher Licensing

Adopted: 27 September 2022 Posted: 30 September 2022

1. **GENERAL:** Teacher licensing in Utah ensures your student's teacher is highly qualified to be teaching.
2. **PURPOSE:** The UMA Governing Board recognizes that unique situations create circumstances where teachers will need to be hired and qualified for positions using Local Educational Agency (LEA) specific licenses. The Board delegates to the Administration the responsibility for implementing policy for LEA specific licenses in accordance with *Utah Administrative Code R277-301-7: LEA-Specific Educator License Requirements*.
3. **DEFINITIONS:** In order to understand this process, several definitions are provided:
 - **Local Education Agency (LEA):** A Local Education Agency (LEA) means a school district or a charter school. Utah Military Academy (UMA), as a public charter school in the State of Utah is its own Local Education Agency.
 - **LEA Governing Board:** This is the charter school governing board. At UMA, the UMA Charter School Governing Board is the LEA Governing Board.
 - **Educator:** This is an individual teacher licensed under *Section 53E-6-201* of Utah State Code and/or its promulgated administrative rules.
 - **Local Education Agency-Specific Educator License or Endorsement:** This is a license or endorsement issued by the Utah State Board of Education at the request of an LEA's Governing Board that is valid for an individual to provide educational services in the requesting LEA's schools for one year or the time of service, if under a year. . Referred to here as an **LEA Specific License** (or Endorsement) or Charter-Specific License (or Endorsement).
 - **License Area:** This is a designation on a license of the specific educational setting or role for which the individual educator is qualified.
 - **Endorsement Area:** This designation on a license area of concentration is earned through demonstrating required competencies established by the Superintendent that qualifies the Educator to provide instruction in a specific content area, or apply a specific set of skills in an education setting.
 - **Mentor:** An educator with a professional educator license who is trained to advise, coach, consult, and guide the development of a new educator.
4. **LICENSING:** Utah State Board of Education allows teacher candidates to become licensed over several pathways:
 - **University-based Programs:** This leads to professional licensing.
 - **Alternate Pathway to Professional Licensure (APPEL):** APPEL programs are administered by local school districts, charter schools, or the Board, and prepare

individuals to meet the requirements for a Utah professional license or license area of concentration. UMA teachers completing the APPEL pathway will:

- Be assigned a UMA defined mentor-educator or an instructional coach.
- Be observed/evaluated by the School Administrator using a UAPCS-provided UETS observation tool at the beginning and end of the candidate's program. Be observed/evaluated at least twice a year using either a school-approved evaluation tool or the UAPCS-approved UETS observation tool.

LEA Mentor-Educator or School Coach will:

- Hold a Utah professional educator license and have at least three years of teaching experience.
 - Perform or has performed substantially the same instructional duties as the APPEL candidate.
 - Model effective standards-based teaching and demonstrate high leverage practices.
 - Display strong intra- and interpersonal and teamwork skills.
 - Has or will have participated in state-hosted Mentor Training in observation and quality feedback skills (*R277-308*).
- **Associate License:** A temporary license in a specific license area and endorsement (as applicable) awarded by the USBE. This license qualifies one to teach in that subject area awarded while he/she completes professional licensure requirements. The Associate Educator License is for anyone who wants to teach in Utah but has not completed an educator preparation program but has met the content knowledge proficiency requirement or has a major in the subject area and is going through an educator preparation program. (University-based or alternate program).
 - **Professional License:** A Professional Educator license is for teachers who have completed an educator preparation program.(University-based or alternate program).
 - **LEA Specific License:** Such a license is voted on in an Open and Public Meeting and then approved by the Utah State Board of Education (USBE). The LEA-Specific educator license, including areas of concentration and endorsements, is issued by the USBE at the request of an LEA's governing body (i.e.-local school board) and is valid for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable. The LEA governing board agrees to provide the documentation and support outlined in the Utah Administrative Code *R277-301-7*.
 - The Superintendent may issue an LEA specific educator license to a candidate if:
 - The LEA requesting the LEA-specific educator license has an adopted policy, posted on the LEA's website, which includes: educator preparation and support as established by the LEA; and aligned with the Utah Effective Teaching Standards described in *R277-530*.
 - Criteria for employing educators with an LEA-specific license.
 - Compliance with all requirements of *Rule R277-301*.
 - The UMA Governing Board applies on behalf of the candidate.
 - The candidate meets all the requirements in *R277-301-7*.
 - **Initial Licensure:** Candidates for an LEA Specific License or Endorsement at UMA must request such licensing or endorsement through the site Principal to the

Superintendent. The Principal and Superintendent will review the candidate's qualifications to ensure that the candidate is highly qualified or qualified with the requisite background to teach the assigned subject (s). Such requests will be consolidated and presented to the UMA Governing Board. UMA's Governing Board shall vote on the candidate's request. The Superintendent shall present supporting material relative to Board questions. Approved requests will be forwarded to the Utah State Board of Education within 60 days of the vote. The Governing Board submits official requests for LEA Specific licenses to licensing@schools.utah.gov according to the LEA Specific License and Endorsement Procedures.

- **LEA Specific License Area or Endorsement:** This group may include:
 - Out of State and Internationally licensed educators completing Utah licensing requirements.
 - Educators waiting for university license recommendations.
 - Educators with expired Utah licenses.
 - Educators working towards an Associate license area/endorsement.
 - Career and Technical Education educators completing skills testing. ▪
 - Educators waiting to begin a university licensure program.
- **Terms:** LEA Specific Licenses or Endorsements may be granted by the Utah State Board of Education for one, two, or three years. An LEA Specific License expires immediately if employment with UMA is terminated by either party for any reason.
- **Renewals:** All LEA Specific Licenses and Endorsements expire on June 30 of the year of expiration, and may be renewed any time after January 1 of the same year. Responsibility for renewal rests solely with the licensee. The first renewal of a LEA Specific License or Endorsement must be approved or denied by the UMA Governing Board. During the first renewal, the Governing Board should determine whether subsequent renewals should be voted on by the Governing Board, or whether the Superintendent should make requests directly to USBE moving forward. If the Governing Board delegates the renewal process to the Superintendent for a LEA Specific Licensee or Endorsee, the Governing Board must be notified by the Superintendent of each request within 60 days of making the request to USBE. The Governing Board may, at its discretion, determine that any renewal request be voted on by the Governing Board prior to forwarding to USBE.
- **License/Endorsement Areas:** An LEA Specific Educator License may be granted for any of the following license areas:
 - Elementary Education
 - Secondary Education
 - Educational Leadership
 - Career and Technical
 - An LEA-specific Endorsement includes all USBE Endorsement areas, which can be located on the USBE website. In accordance with *R277-301*, an LEA-Specific Educator License *may not be offered in the areas of Special Education*.
- **LEA Induction Program:** Established for the LEA's licensed employees if:
 - An educator holds an associate educator license; or

- An educator holds a professional educator license with less than three years experience.
- **LEA Specific Educator Training, Mentoring, and Support:** The Educator receiving a LEA Specific License must participate in the UMA Mentoring Program. UMA shall provide at least a three-year mentoring program, carried out by an assigned mentor who holds a professional educator license or is assigned as an instructional coach or equivalent position. The assigned mentor shall assist the educator in meeting the *Utah Effective Educator Standards* established in *Rule R277-530*. The mentoring program shall include a formal professional learning plan and ongoing training on educator ethics and special education (SpEd).
- **Notification of LEA Specific Educator Licensure or Endorsement:** UMA shall post LEA Specific Educator Licenses, License Areas, and Endorsements on its website. The post shall include:
 - Disclosure of the fact that the school utilizes LEA Specific Licensure or Endorsements.
 - Percentage of the types of licenses, licenses areas, and endorsements held by educators employed in the school based on the employees' FTE in the *Comprehensive Administration of Credentials for Teachers* in Utah Schools (CACTUS).
 - Link to the Utah Educator Look-up tool.
- **Requirements to qualify for an LEA-Specific Educator License or Endorsement:** A teaching candidate must meet the following requirements prior to application for the license:
 - Completion of a criminal background check, including review of any criminal offenses, and clearance in accordance with *Utah Administrative Rule R277-214*;
 - Completion of the educator ethics review as described in *R277-500* within one calendar year prior to the application; and
 - Completion of, at a minimum, a bachelor's degree from a regionally accredited college or university.
 - For Career and Technical Education (CTE) specific licenses: The applicant must have six years of directly related occupational experience within the 10 years prior to the Program application in a CTE license area. An Associate's degree in a related area may be counted for up to two years of occupational experience. The occupational experience requirement may be waived if the applicant has passed a recognized competency examination within the past five years or if the applicant holds a license directly related to the teaching assignment issued by the Utah State Department of Commerce, Division of Occupational and Professional Licensing in any area where such licensure or certification exists.
 - In the absence of the minimum requirement of a bachelor's degree for a LEA Specific Licensure or Endorsement candidate, demonstrated content and pedagogy knowledge may substitute for that requirement (considered Qualified). This is demonstrated by successfully passing the approved state assessment or by demonstrated experience. The LEA may consider successful

performance on an assessment or demonstrated experience in lieu of the minimum of a bachelor's degree.

- Within the first year of employment, a recipient of an LEA Specific License must demonstrate successful training related to:
 - On-going support and development of an educator, which may include reflective plan for goal setting, implementation of action steps, and evaluation of outcomes that lead to refinement in instructional practice;
 - Mentor observation and feedback for each educator beginning early in the program;
 - Principal observation and feedback for each educator as required by Rule *R277-533*;
 - Assistance in meeting the pedagogical requirements described in *R277-301*.
 - Educator ethics;
 - Classroom management and instruction;
 - Basic special education law and instruction; and
 - The Utah Effective Teaching Standards as described in *Utah Administrative Rule R277-530*.
 - Participate in the assigned mentoring program which includes a formal Professional Learning Plan and support in meeting the requirements of a professional license area and on-going training on educator ethics and special education.
- Because an Endorsement requires a pre-requisite of a License, this subsection is not required for individuals requesting Charter-Specific Endorsements.