

The Center for Creativity, Innovation and Discovery

LEA-Specific, Competency Based License

Utah State Board Requirements for Applicants

The Center for Creativity, Innovation and Discovery (“CCID”), like other Utah Local Education Agencies (“LEAs”), may apply to the Utah State Board of Education (“USBE”) for an LEA-Specific, LEA-Specific License for an applicant to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable.

To acquire an LEA Specific Competency-Based License, an educator must complete the application process delineated below. This information can be accessed on the Utah State Board of Education’s webpage: [Earning a Utah Educator’s License](#).

Application Process for Employee

1. Initiate a USBE Fingerprint Background Check at [Educator Licensing Online](#). Background checks done for a specific school or LEA within Utah are not sufficient.
2. Initiate the issuance of a Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) number by accessing [my.uen.org](#) to create a Utah Education Network (UEN) account within 24 hours after initiating a background check. When an educator logs into the individual UEN account, the educator will be able to enter information into the CACTUS record.
3. Pass the appropriate [Praxis II Content Test](#) for core content areas as per [Utah State Licensure Test Requirements](#), if applicable.
4. Complete an Educator Ethics Review at [Educator Licensing Online](#).
5. Submit original transcripts from all colleges/universities attended with the application packet. Utah State Board of Education will accept electronic transcripts only if sent directly from the college/university through a transcript clearinghouse via [transcripts@schools.utah.gov](#), if applicable.
 - a. Please make a note on the application if transcripts have been sent electronically to Utah State Board of Education.
 - b. For Secondary or Elementary Education area, a Bachelor’s degree or higher from a regionally accredited college/university is required.
 - c. If transcripts are from an international college/university, a United States equivalency evaluation for degree is required. Please go to [National Association of Credential Evaluation Services \(NACES\)](#) for information to find a company that does such an evaluation.
6. Request that the hiring LEA post your teaching assignment in CACTUS prior to submitting the application packet.

Procedures for LEA

1. A Public Meeting of Governing Body approving LEA-Specific Licenses is held prior to Oct 1st.
2. Letter of Request and Assurances to Superintendent on Official Letterhead is submitted after Governing Board Meeting and their approval.
3. Post Educator Data in CACTUS

4. Post to the school website the following: Disclosure that the school employs individuals holding an LEA-Specific educator license, license areas, and/or endorsements; An explanation of the types of educator licenses issued by USBE (Professional, Associate, LEA-Specific); Percentage (based on FTE) of types of licenses, license areas, and endorsements held by educators employed in the school; A link to the Utah Educator Look-up Tool.
5. Submit Official Request to licensing@schools.utah.gov .

Utah State Board Requirements and Limitations

CCID follows all USBE requirements for seeking and obtaining LEA-Specific Licenses for eligible educators hired at the school, as per USBE Board Rule [R277-503-8](#). These requirements are listed below

1. A LEA may apply to the Board for an LEA-Specific license for an application to fill a position in the LEA. The application shall demonstrate that other licensing routes for the applicant are untenable or unreasonable.
2. An employing LEA shall request a LEA-Specific license no later than 60 days after the date of the individual's first day of employment.
3. An application for a LEA-Specific license from the LEA for an individual to teach one or more core academic subjects shall provide documentation of:
 - (a). the individual's bachelor's degree; and,
 - (b)(i). for a K-8 grade teacher, the satisfactory results of the state test including subject knowledge and teaching skills in the required core academic subjects under Subsection 53E-6-306(3)(a)(ii) as approved by the Board; or,
 - (b)(ii). for a teacher in grades 7-12, demonstration of a high level of competence in each of the core academic subjects in which the teacher teaches by passing the state core academic subject test required under Subsection r277-503-3(4), in each of the core academic subjects in which the teacher teaches at the State Superintendent-established passing score.
4. An application for a LEA-Specific license from an LEA for non-core teachers in grades K-12 shall provide documentation of:
 - (a). a bachelor's degree, associates' degree, or skill certification; and,
 - (b). skills, talents, or abilities specific to the teaching assignment, as determined by the LEA.
5. Following receipt of documentation and consistent with Subsection 53-6-306(2), the Superintendent shall approve a LEA- Specific license.
6. If an individual with a LEA-Specific license leaves the LEA before the end of the employment period, the LEA shall notify the Superintendent regarding the end-of-employment date.
7. An individual's LEA-Specific license shall be valid only in the LEA that originally requested the competency-based license.
8. A written copy of a LEA-Specific license shall prominently state the name of the LEA followed by LEA SPECIFIC – COMPETENCY-BASED LICENSE.

9. An LEA may change the assignment of a competency-based license holder and provide notice to the Superintendent; the Superintendent may require additional competency-based documentation for the teacher to remain qualified.
10. A LEA-Specific license is described in R277-500 and R277-502 as to length and professional development expectations, and subject to the same renewal procedures except that an individual may renew a LEA-Specific license.
15. If an individual holds a Utah license, an application for an LEA specific competency-based license shall be subject to additional Superintendent review based upon the following criteria:
 - a. License level;
 - b. Current license status;
 - c. Area of concentration and endorsements on the Utah license; and,
 - d. Circumstances justifying the LEA specific license.
16. If an application is not approved based on the Superintendent's review of the criteria provided in Section R277-503-4, appropriate licensure procedures shall be recommended to the requesting LEA.

An application may be required to:

 - (i). Renew an expired license;
 - (ii). Apply for an endorsement;
 - (iii). Pass the appropriate Board approved tests consistent with Subsection R277-503-3(4);
 - (iv). Obtain an additional area of concentration;
 - (v). Apply to alternative licensing; or,
 - (vi). Satisfy other reasonable standards.

CCID's Process for LEA-Specific Competency-Based Licenses

CCID's Administration will initiate LEA-Specific Competency-Based Licenses, as these licenses require both an administrative request and approval from the CCID Governing Board. CCID will recommend and support educators at CCID who need an LEA-Specific Competency-Based License in order to fulfill licensing requirements for their positions in their efforts to obtain this licensure.

Once a candidate receives an LEA-Specific, Competency-Based License with CCID's recommendation and CCID Board approval, CCID will determine any coursework, modules, training, or professional development required for continued employment based on an employee's educational experience, past work experience, job performance, or relevant training and/or conference attendance. CCID will also help the educator enroll into the appropriate APPEL program to achieve a Professional Level license.

Initial Governing Board Adopted June 18, 2020

Revision September 10, 2020 to incorporate update USBE guidelines