Procedures for Teacher Licensure

Following completion of all course, program, and degree requirements, students will be recommended for their Utah Professional Teaching License by the Department of Special Education at the University of Utah.

In order to be considered for a licensure recommendation, candidates must have completed the following:

- **Be awarded or previously have been awarded a Bachelor’s Degree.**
  - Students in the U of U SP ED undergraduate program can expect their degrees to post approximately one month after graduation. Undergraduate students cannot be licensed prior to the awarding of their bachelor’s degree. The anticipated waiting period for a license recommendation to post with USBE is 6-8 weeks, following the conferral of a student’s bachelor’s degree and the College of Education processing time for submitted license recommendations.
  - Students who already hold a bachelor’s degree and are pursuing either a license only program or a master’s degree with licensure can be recommended for their teaching license once all licensing requirements are completed.

- **Appropriate Application Form.**
  - An application form must be completed by the student and returned to the Special Education Department Advisor.
    - Students seeking a first license are “Initial” applicants.
      - Application: https://educationutah.co1.qualtrics.com/jfe/form/SV_aPMo4khYEaZC0O.
    - Students holding a license in another teaching area, such as Secondary or Elementary Ed, are “Second Licensure” applicants. In addition, students holding a K-12 SP ED license, but are pursuing a Birth-Age 5 license, or vice versa, are also “Second Licensure” applicants, because of the different age groups attached to each license.
    - Students holding a K-12 SP ED license and are seeking another K-12 endorsement in SP ED are “Endorsement” applicants. This category also applies to students that hold a Birth-Age 5 SP ED license and are seeking another Birth-Age 5 endorsement in SP ED.
      - These applicants work directly with the Utah State Board of Education through the application process vs. the Department of Special Education. See the Special Education Department Advisor with questions.

- **Praxis II Exams.**
  - A PRAXIS exam for Special Education is no longer required for students being recommended for their Utah Professional teaching license after 9/1/2022.

- **Praxis Performance Assessment for Teachers (PPAT) Assessment.**
  - Effective starting September 1, 2021, all “Initial” licensure students are required to complete the PPAT Assessment from ETS.
  - The University of Utah uses PPAT as its Teacher Candidate performance assessment to fulfill the Utah State Board of Education requirements for professional teaching licensure.
The PPAT assessment consists of four tasks, which focus on differentiation of instruction and the decision-making process through evaluating test takers on their abilities to impact student learning, demonstrating that they have the basic pedagogical content knowledge and application for the classroom to begin teaching as an entry-level teacher.

Find information about the registration process, including submission dates, deadlines, and fees: Registering for the PPAT Assessment.

- PPAT scores will not be sent to the University of Utah by the testing company; students are responsible for sending their score reports to the Special Education Department Advisor for their license recommendation.
- The required passing score for PPAT is to be announced by USBE, there is no current established hard cut-off/passing score for the PPAT test as per USBE policy. Instead, USBE has posted a recommended soft score of 36.
  - [https://www.ets.org/ppa/test-takers/teachers/scores/understand/passing-scores](https://www.ets.org/ppa/test-takers/teachers/scores/understand/passing-scores)

Foundations of Reading Assessment for Utah.

- Effective starting September 1, 2022, all “Initial” licensure students are required to take the Foundations of Reading Assessment for Utah before they are recommended for licensure.
  - Utah Code Annotated § 53F-5-215, teacher candidates earning their initial teaching license in the areas of early childhood, elementary education, preschool special education, and special education will need to complete a teacher literacy preparation assessment before they are awarded their professional license.
- The Foundations of Reading Assessment measures teacher candidate's foundational knowledge in the science of reading related to literacy instruction.
- Find information about the registration process, including submission dates, deadlines, and fees: [https://www.ut.nesinc.com/](https://www.ut.nesinc.com/).
  - Foundation of Reading Assessment scores will not be sent to the University of Utah by the testing company; students are responsible for sending their score reports to the Special Education Department Advisor for their license recommendation.
  - A passing score is not yet established for the Foundations of Reading Assessment in Utah. A scaled score of 100 or higher is used to indicate participation and completion of the Foundations of Reading Assessment for Utah. The state of Utah will conduct and establish their own state passing standard (anticipated in Spring 2024).

Educators Ethics Review and Quiz.

- Students must take the online educators ethics review and quiz prior to receiving their license. This should be completed prior to the start of a student’s Student Teaching semester and is good for 12 months.
- The Educators Ethics Review and Quiz can be found on the Utah Schools Information Management System (USIMS) portal. Students must forward their confirmation of passing the Ethics Review & Quiz to the Special Education Department Advisor.
  - [https://usims.schools.utah.gov/](https://usims.schools.utah.gov/)

Current Background Check.

- Students must have completed and cleared a federal background check with the Utah State Board of Education.
- Background checks through USBE are good for five years.
  - If clearance has expired prior to recommendation, the student must renew the background check.
All materials required for licensure (Application, Exams (PPAT and Foundations of Reading, if required), Ethics Review, and Background) should be submitted to the Special Education Department Advisor before a student completes their Student Teaching semester, so there is no delay in the process of recommending the student for licensure. **

- Posting of Licenses.
  - Once a complete application for licensure is received by the Special Education Department Advisor (initial and second licensure applications only) a preliminary review and approval takes place of the recommendation. Following the Special Education Department’s approval a licensure application is then sent to the College of Education Dean’s Office for the final review and approval. When a license recommendation receives both of the above needed approvals it is then sent to the Utah State Board of Education for processing.
    - It may take several weeks to process a licensure application. A student can check the status of their license on the CACTUS database through [www.uen.org](http://www.uen.org).
  - Initial licensure applicants will be notified by the College of Education via email that their license has been processed and posted by the Utah State Board of Education.
    - Information will be included in the email regarding the procedure to access the USBE website and copy of their new license.
  - Second licensure applicants will be notified by the College of Education via email that their license has been submitted to the Utah State Board of Education for final processing. USBE must manually post second licenses.
    - Students will need to be diligent in checking the status of their license on the CACTUS database.
  - Endorsement applicants do not apply for a new endorsement via the Department of Special Education.
    - Instead, applicants work directly with the Utah State Board of Education, submitting all required documents to their Office for processing.
    - The Special Education Department Advisor can be used as a resource for locating the correct application, etc.

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