Utah State Board of Education

Associate Educator License (AEL) Requirements for
Elementary (K-8)

1. Create your Utah Educator Record

Create a profile in the Utah Schools Information Management System (USIMS).

- **Sign up** for an account.
- Provide a **personal email address**.
- Check your email to retrieve the **verification code**.
- Use verification code to continue setting up your profile, providing **Personal Information**, and looking up your information.
- Click on **Personal Information** to retrieve your **Cactus ID**. Your Cactus ID is your educator identification number; you will need this number to complete your application.

2. Successfully complete all USIMS Checklist Items

- Log in to your USIMS account.
- Answer **Licensing Issues** questions.
- Request **Criminal Background Review,** if prompted. You will need to provide your **social security number** and your **date of birth** to complete this step. Once requested, you will receive the instructions to complete **fingerprinting**; these instructions may be revisited by clicking on Criminal Background Review. Once fingerprints are received, it can take 2-12 weeks to complete the background review depending on your background history.
- Complete **Educator Ethics Review.** Please Note: If you haven't completed the Educator Ethics Review within the previous year, you will need to retake it.
- You may log in to your USIMS account at any time to review these items.

3. Complete all four Associate Educator License Modules in Canvas

***Educators who hold an associate or professional Utah educator license may skip this step

Enroll in Associate Educator License Modules and complete all four Canvas courses.

Utah State Board of Education

4. Have transcripts sent to USBE

***All applicants for an associate license must send all transcripts from all attended institutions to transcripts@schools.utah.gov. USBE will request transcripts from institutions that have not been received, which will delay the processing of your application.

- The Utah State Board of Education may accept electronic transcripts only if sent directly from the college/university via transcripts@schools.utah.gov. Visit the Transcript webpage for USBE policy on submitting official transcripts.
- If applying from a foreign country, first send your academic records for a transcript course-by-course and degree evaluation to a foreign credential evaluation service via National Association of Credential Evaluation Services (NACES).

5. Meet one (1) of the following requirements:

****All applicants for an associate license must have all transcripts from all attended institutions of higher education sent to transcripts@schools.utah.gov. USBE will request transcripts from institutions that have not been received, which will delay the processing of your application.*

A. **Have a bachelor's degree or higher from a regionally accredited institution**
B. **Currently enrolled in a university-based Board-approved educator preparation program that will result in a bachelor's degree or a master's degree**

Please Note: A "university-based Board approved" educator preparation program means a program that is administered by a Utah university and results in a bachelor's degree or a master's degree and a Utah Professional Educator License. Programs that do not result in a degree or a Utah professional teaching license, or programs that are administered by institutions outside of Utah do not meet this requirement.

Option A: Hold a bachelor's degree or higher from a regionally accredited university. If you do not hold a bachelor's degree, you may complete **option B**.

Option B: If you are **enrolled in a Board approved educator preparation program** that leads to a bachelor's degree or a master's degree and a Utah professional elementary license area, you will need to submit a pdf copy of a letter written by a person in the program who can verify your enrollment status in the program (e.g. faculty member, program director, records office). Your enrollment verification letter must including the following information:

- official letterhead specifying the name of the institution (e.g. Utah State University)
- name of the preparation program you are enrolled in (e.g. bachelor's of arts in elementary education)
- If you do not already hold a bachelor's degree, the letter must state that you have completed all program coursework with the exception of the final clinical internship or student teaching
- signed by an individual in the program who can verify your enrollment status

Utah State Board of Education

- contact information (e.g. phone number and/or email address) for the individual who signed the letter

- the letter must state that you are an active participant in the program

The preparation program you are enrolled in must match the license area you are applying for (e.g. bachelor's of arts in elementary education education = Elementary license area). Copies of transcripts or enrollment verification through a national clearinghouse will not be accepted. You must submit a *letter of verification* signed by a person in the program who can verify your enrollment status.

You will need to upload a pdf copy of the letter of verification to your AEL application. Please include your name and CACTUS ID in the pdf file name. For example: 34621 Jane Doe enrollment verification.pdf. For information on how to submit the AEL application, see Step 6 of this document.

6. Satisfy the Elementary AEL Competencies by passing Praxis 5001: Elementary Education: Multiple Subjects Test or complete and submit the [Elementary Content Competencies for AEL Form](click for download).

The Praxis 5001 contains four subtests (5002: Reading & Language Arts, 5003: Mathematics, 5004: Social Studies, 5005: Science). If you have passed some, but not all subtests, you may meet the Elementary Content Competencies using a combination of subtests and college coursework. To see examples of what courses count for each competency, [click here](#).

For information on how to register for the Praxis 5001 test, visit the ETS Website: https://www.ets.org/praxis/. When you register for the test, request a copy of your test scores be sent to the Utah State Board of Education (USBE).

You will need to upload an official pdf copy of your Praxis score report from ETS to the AEL application. Please include your name and CACTUS ID in the pdf file name. For example: 34621 Jane Doe Praxis Scores.pdf. For information on how to submit the AEL application, see Step 6 of this document.

If you choose to upload the Elementary Content Competency form, your coursework must meet the credit minimums listed on the form.

*You may complete a combination of courses or Praxis subtest

7. Submit the Associate Educator License application.

Create a [SuveryMonkey Apply](#) account.

Utah State Board of Education

Select "Associate Educator License (AEL) Application" and submit an application.

Please allow approximately 3-6 weeks to process your application. Incomplete applications will not be processed.

For questions about the AEL process, please contact us at ael@schools.utah.gov.