# Utah State Board of Education

Associate Educator License (AEL) Requirements for
**Secondary (6-12)**

## 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 can skip this step.*

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

## 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.

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- 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:**

    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 college or 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 secondary 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 English teaching)
- 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
- Include what specific endorsements you will be recommended for upon completion
- signed by an individual in the program who can verify your enrollment status
- 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 English teaching = Secondary license area with English endorsement). 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. The letter must include the name of the preparation program you are enrolled in, the license you are working towards, and the contact information (email/phone) for the person who signed the letter.

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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.

AEL applicants who are enrolled in a university-based Board-approved educator preparation program that leads to a bachelor's degree or a master's degree are considered to have met the associate level content knowledge requirements for their content area and do not need to complete Step 6 (Complete the associate level requirements for at least one (1) endorsement area).

### **6. Complete the associate level requirements for at least one (1) endorsement area.**

Endorsements attach to a secondary or CTE license area and qualifies the educator to teach a specific course or courses in Utah schools. Educators applying for an associate secondary license area must meet the associate-level requirements of at least one endorsement content area. For details on endorsement requirements, visit our secondary endorsement webpage.

You will need to demonstrate you have met the associate-level content knowledge requirements for all the endorsement(s) you apply for. Each area has different requirements and you will need to meet the associate level requirements as specified on the endorsement form for the content area you are applying for. Generally, the associate-level content requirements include one (1) of the following:

- Have a degree major in the content area (e.g. English major = Associate English endorsement requirement met), or
- Pass the appropriate content exam (e.g. Pass the Praxis 5038: English Language Arts = Associate English endorsement requirement met)
- Complete the minimum amount of coursework required for the associate level endorsement (the associate requirements for each endorsement will be indicated on the endorsement form or spec sheet on our website)

For information on what content exams are required for each content area, see our Utah State Test Requirements page. To register for a Praxis test, visit the ETS website at 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).

If you are applying for a CTE endorsement, you will need to submit a separate CTE endorsement application. You may submit your CTE endorsement through the 'Endorsement Only' application found in SM Apply, for each CTE endorsement area you are applying for *in addition to the AEL application*. The CTE endorsement applications are located on the CTE endorsement webpage.

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**7. Submit the Associate Educator License application.**

Create a [SuveryMonkey Apply](#) account.

*Select "Associate Educator License (AEL) Application" and submit an application. In addition to this, if you are applying for a CTE endorsement, select the 'Endorsement Only' application to submit your CTE endorsement for approval.*

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](mailto:ael@schools.utah.gov).