

Kane County School District LEA License/Endorsement Application & Approval

This form is for any educator teaching without a teaching license or the necessary license area and/or endorsement for their teaching assignment.

Reference District Policy DLEA KCS-D-LEA-Specific Teacher License/Endorsement

Print Full Name: _____ CACTUS ID: _____

LEA-Specific License Area Needing To Be Qualified: _____

LEA-Specific Endorsement(s) Needing To Be Qualified (if applicable): _____

Eligibility Checklist For License Approval (Attach Supporting Documentation):

Higher Education Academic History: *Must have a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment*

<u>Degree</u>	<u>Major</u>	<u>Institution of Higher Education</u>	<u>State/Country</u>	<u>Date Degree Conferred</u>

Submit Official Transcripts to Kim Blake and USBE if haven't already. If in APPEL program, also send unofficial transcripts to Braxton Bateman batemanb@kane.k12.ut.us

Complete criminal background check and fingerprinting if newly employed or new to KSD. Go to <https://usims.schools.utah.gov/> and create an account. Complete Criminal Background Review. *(This will also create your USBE CACTUS ID number and record.) Make sure to provide a personal email address.*

Once you have received your authorization form via email, you can schedule your fingerprinting appointment with Kim Blake at the District Office.

On USIMS, complete the Educator Ethics Review and email certificate to your building administrator and Braxton Bateman batemanb@kane.k12.ut.us

Complete the following Professional Learning Modules at <https://usbe.instructure.com/enroll/D9XGLB>. *You will need your CACTUS ID. ****This is only to be completed if you do not currently possess a Professional or Associate License in Education. *****

- Educator ethics;
- Classroom management and instruction;
- Basic special education law and instruction; and
- Utah Effective Teaching Standards described in R277-530.

Eligibility Checklist for Endorsement Approval (Attach Supporting Documentation)

Complete Endorsements, if applicable. Submit documentation to Braxton Bateman and Kim Blake once completed.

Applicant Signature: _____ **Date:** _____

KCSD Approval Section:

To be completed by the KCSD Administrator, KCSD Licensing Director, and KCSD Board of Education.

- The application must receive approval from the KCSD Board of Education in a public meeting no more than 60 days prior to submitting the application to the State Board of Education for an LEA License.
- Describe the reason for the appointment of a KCSD-LEA Specific License or Endorsement. Also describe future plans for educator to become certified. **To be completed by the administrator.**

- This recommendation for approval shall serve as verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than one week. *(Not required for less than half-time [.5 FTE] applicants)*
- The District is not authorized to provide an LEA-Specific Educator license for Audiologist, Deaf Education, Driver's Education, Preschool Special Education, School Psychologist, School Social Worker (SSW), Special Education (K-12), Speech Language Pathologist (SLP), and Speech Language Therapist (SLT).
- Where applicable include an Associate Licensing Plan as Attachment.
- Requested LEA-Specific License Duration is 3 years unless otherwise noted.

A KCSD LEA-Specific License and/or Endorsement expires immediately if the educator's employment with KCSD ends and the educator is not rehired as an educator in the next contract year.

KCSD Administrator Approval: _____ **Date:** _____

KCSD Licensing Director Approval: _____ **Date:** _____

KCSD Board Approval: _____ **Date:** _____

Email or deliver completed form to Braxton Bateman (Licensing Director)