



LEA-Specific License Policy

Purpose

The purpose of this policy is to identify Canyon Rim Academy (CRA)-Specific licensing/endorsement requirements pursuant to the conditions outlined in Utah Administrative Rule R277-301. The following procedures are established to identify qualification requirements and guidelines for the issuance of LEA-Specific Licensing and Endorsements.

Procedure:

Educator License/Endorsement Requirements.

1. CRA - License Eligibility Criteria. All applicants must:
 - a. Complete 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; and,
 - b. Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,
 - c. Complete the educator ethics review described in Rule R277-500 within one calendar year prior to the application; and,
 - d. Complete the following Professional Learning Modules (linked to the USBE web site):
 - i. Educator ethics;
 - ii. Classroom management and instruction;
 - iii. Basic special education law and instruction; and
 - iv. Utah Effective Teaching Standards described in R277-530.
2. CRA Endorsement Eligibility Criteria:
 - a. This authorization is issued for a temporary period upon request from the Executive Director for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

Approval:

1. The application must receive approval from the CRA Board of Trustees in a public meeting no more than 60 days prior to submitting the application to the State Board of Education for an LEA License and include:
 - a. Rationale for the appointment of a CRA-Specific License or endorsement.

- b. 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)
 - c. Where applicable include an Associate Licensing Plan.
2. Applicants placed on a CRA-Specific License serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of CRA.
 3. A CRA-Specific License, license area, or endorsement is valid for up to three years subject to demonstration of adequate progress consistent with the Associate Licensing Plan, successfully putting into effect guidance from the Learning Coach, and the observations / recommendations of administration. After three years renewal of the license is subject to the approval or denial of the State Board of Education.
 4. A CRA-Specific License expires immediately if the educator's employment with CRA ends and the educator is not rehired as an educator in the next contract year.

CRA-Specific License Mentoring/Instructional Coach Program for pedagogical support.

The CRA-Specific License incumbent must participate in the following Mentoring Program:

1. CRA shall provide mentoring program by a trained mentor educator who:
 - a. holds a professional educator license; and
 - b. is assigned as an instructional coach or equivalent position
2. The mentor will not evaluate the educator; however, all employees must promptly report educator misconduct in violation of the CRA Code of Conduct.
3. A mentor will help the CRA Licensed Educator meet the Utah Effective Educator Standards established in Rule R277-530 by:
 - a. Assisting the educator with a Self-Assessment (SA).
 - b. Ensuring that the educator has an Individual Learning Plan (ILP).
 - c. Meeting regularly with the educator for coaching observations and feedback.
 - d. Documenting those meetings.
 - e. Using data to improve and analyze student progress.
 - f. Reflecting at a Mid-Year Review (MYR).
 - g. Reflecting, reviewing, and reassessing at an End-of-Year Review (EOYR).
4. The Applicant and CRA administrator will jointly develop an Associate Licensing Plan to:
 - a. Encourage transition from a CRA-Specific License to a Professional License.
 - b. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
 - c. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.
 - d. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued CRA-Specific License if transition to an Associate License is not reasonable or applicable.

CRA shall post percent of LEA-specific licenses, license areas, or endorsements on the school's website.

Approved by the CRA Board of Trustees January 2021