



Official Policy of Ogden Preparatory Academy

6. Human Resources

6.28.POL OPA LEA-Specific Teacher Licensing Policy

Effective/Revision Date: 09/17/2020

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Purpose

The purpose of this policy is to identify and outline the OPA LEA-Specific licensing and endorsement requirements pursuant to the conditions outlined by the Utah State Board of Education (USBE).

Policy

Ogden Preparatory Academy's policy is to allow applicants to work as a licensed educator at OPA by following the procedures outlined herein.

Definitions

- **Applicant:** employee applying for an OPA LEA-specific license or endorsement.
- **Associate Educator License:** USBE issued introductory license.
- **Professional Educator License:** USBE issued license for all educators completing licensing requirements.
- **OPA LEA Specific License:** an educator license issued by the OPA Board of Directors that is acceptable as a valid teaching license for the period of three (3) years. The educator may petition the USBE for an extension of the license at the end of that time.
- **OPA LEA Specific Endorsement:** an educator endorsement issued by the OPA Board of Directors to a licensed educator. The endorsement is valid for the period of three (3) years. The educator may petition the USBE for an extension of the endorsement at the end of that time.
- **Professional Learning Staff:** Teacher mentor(s), literacy coach, math coach, new teacher development coach, Academic Director.

Requirements

Requirements shall be posted on the OPA website, ogdenprep.org.

1. LEA-Specific License Applicant Requirements
 - a. Bachelor's or higher degree;
 - b. Complete a background check including a review of any criminal offenses and clearance in accordance with R277-214;
 - c. Complete USBE Ethics review within 1 year of application;

- d. Complete the USBE Professional Learning Modules for Educator Ethics, Classroom Management and Instruction, Special Education Law and Instruction, and Utah Effective Teaching Standards;
 - e. Be recommended by an administrator;
 - f. Work with an administrator and professional learning staff toward Utah licensure.
 - g. Requirements may be adjusted in collaboration with USBE licensing staff as prompted by individual circumstances.
2. LEA-Specific Endorsement Applicant Requirements
 - a. Have a valid Utah License;
 - b. Be recommended by an administrator.

Approval

1. OPA LEA-Specific licenses and endorsements shall be approved by the OPA Board of Directors in a public meeting within 60 business days of the beginning of school.
 - a. Pending approval, applicant’s employment shall be on a probationary basis. If the license is not approved, the applicant may be released from the position.
2. Approval Considerations.
 - a. Rationale for the appointment of an OPA LEA-specific license or endorsement.
 - b. Verification of an inadequate supply of highly qualified and suitable licensed applicants (not required for < 0.5 FTE positions).
 - c. Demonstrate specific and reasonable obstacles to obtaining licensure through other methods (ARL, APPEL, etc.); these obstacles should not be related to teaching performance or ability.
 - d. Efforts will be made by the Administration to limit LEA licenses to those deemed necessary and preferable to other licenses.
 - e. Plan for employment continuation.

Professional Support Program

1. An OPA LEA-Specific license or endorsement shall be valid for up to three (3) years subject to the following, as determined by OPA Personnel:
 - a. Demonstration of adequate progress through any applicable licensure plans.
 - b. Successful implementation of guidance from administration and professional learning staff.
 - c. Effective or higher evaluation(s).
2. Applicants shall be subject to OPA Teacher Development requirements unless excused by administration with consideration of licenses held, experience, observations, and evaluations.

Document History

Approved: 09/17/2020

Legal References

R277-214