



# Official Policy of Ogden Preparatory Academy

## 6. Human Resources

### 6.30.POL LEA Specific License Policy

Effective/Revision Date: 02/18/2021

Page 1 of 3

## 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 under a Local Education Agency (LEA) Specific Educator License 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 **up to** three (3) years. The **LEA 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 **up to** three (3) years. The **LEA 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, Academic Director, and other members of the Administrative team.

## GENERAL REQUIREMENTS

1. LEA Specific License Requirements
  - a. Completion and clearance of criminal background check.
  - b. Completion of Ethics Review.
  - c. Completion of a bachelor’s degree or higher and/or demonstrated content knowledge and pedagogical requirements by:
    - i. Successful completion of an assessment, or
    - ii. Demonstrated competency.
  - d. Work with an administrator and professional learning staff toward Utah licensure.
  - e. 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. LEA-Specific licenses and endorsements must be approved by the OPA Board of Directors in a public meeting no more than 60 days prior to the LEA application to USBE.
  - 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.
  - b. Approval requests must include the rationale for ~~extending~~ an LEA-Specific license.

**MENTORING AND SUPPORT**

1. Required participation in the OPA mentoring program shall be based on the same rationale as an educator under any licenced category.
2. Applicants shall be subject to OPA Teacher Development requirements unless excused by administration with consideration of licenses held, experience, observations, and evaluations.

**NOTIFICATION**

1. OPA shall post LEA-specific educator licenses, license areas, or endorsements on the OPA website. The post shall include the following:
  - a. Disclosure that OPA employs educators with LEA-specific licenses.

<b>6.30.POL LEA Specific License Policy</b>	
Effective/Revision Date: 02/18/2021	Page 2 of 3

- b. Percentage of the types of licenses based on educator FTE (full-time equivalent).

**DURATION**

- 1. LEA-Specific licenses shall be issued for periods of 1 or 3 years.
  - a. 1 year for educators who are working toward the requirements for an associate or professional educator license.
  - b. 3 years for educators who possess all of the following:
    - i. The knowledge and expertise for the position;
    - ii. Ability to demonstrate competency to fulfillment of the position requirements;
    - iii. The requirements for an associate or professional educator license is prohibitive for the individual educator; and
    - iv. It is not the intent of the school to require, nor the educator to pursue an associate or a professional educator license.

Document History

Approved: 02/18/2021 *Initial creation.*

Legal References

R277-214

R277-500

R277-301