



Utah State Board of Education

Associate Educator License (AEL) Requirements for School Leadership

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. Have transcripts sent to USBE

Candidates for School Leadership must provide transcripts from all institutions from which you earned a degree. You must also provide a transcript from your School Leadership program, even if you have not completed the program.

- The Utah State Board of Education may accept electronic transcripts only if sent directly from the college/university's Clearinghouse via transcripts@schools.utah.gov. Visit the [Transcript webpage](#) for USBE policy on submitting official transcripts.
- 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 \(NACES\)](#).



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4. Be enrolled in a School Leadership educator preparation program

To qualify for an AEL in School Leadership, an applicant needs to be enrolled in a School Leadership program at a university-based Board approved educator preparation program. To verify your enrollment in a program, you will need to submit a .pdf copy of a letter written by your program's faculty member or Program Director who can verify your enrollment status in the program. Your enrollment verification letter must include 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. Masters in Educational Leadership)
- 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 preparation program you are enrolled in must match the license area you are applying for (e.g. Masters in Educational Leadership = School Leadership license area). 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 5 of this document.

PLEASE NOTE: Electronic letters of enrollment and letters of acceptance will not be accepted.

5. Submit the Associate Educator License application.

Create an [SM Apply](#) account.

Select “Associate Educator License (AEL) Application” and submit an application.

You will receive an email notification when the USBE Licensing Department has processed your application. Please allow approximately 4-6 weeks to process your application.

For questions about the AEL process, please contact us at ael@schools.utah.gov or (801) 538-7740. Our office hours are Monday through Friday from 8:00 AM to 5:00 PM (MST)