



Utah State Board of Education

Associate Educator License (AEL) Requirements for School Psychologist

If you have a current Utah Professional Educator License or a current Utah Associate Educator License in another teaching area (e.g. Secondary, Special Education), you have already completed Steps 1-3 (Educator card, USIMS Checklist Items, and AEL Canvas Modules).

If you do not yet hold a Utah Professional or Utah Associate Educator License in another teaching area, you will need to complete all the following steps before submitting your application for an AEL:

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.



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3. Have transcripts sent to USBE

Candidates for School Psychologist must provide transcripts from all institutions from which you earned a degree. You must also provide a transcript from your School Psychologist 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 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 \(NACES\)](#).

4. Complete all School Psychology program requirements except capstone clinicals

To qualify for an AEL in School Psychologist, you will need to have completed all requirements for a regionally accredited master's level preparation program in school psychology, except completion of capstone school-based clinical experience and any co-requisite coursework. To verify you have completed all program requirements except your capstone school-based clinical experience, you will need to submit a verification of enrollment letter from your program advisor indicating that all coursework except the capstone school-based clinical experiences and any co-requisite coursework are completed. Your enrollment verification letter must include the following information:

- official letterhead specifying the name of the institution (e.g. Brigham Young University)
- name of the preparation program you are enrolled in (e.g. EdS in School Psychology)
- verify you have completed all program requirements except your capstone school-based clinical experience
- 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. EdS in School Psychology = School Psychologist 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.



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PLEASE NOTE: Copies of transcripts or enrollment verification through a national clearinghouse will not be accepted. You must submit a **letter of verification** signed and dated by a person in the program who can verify your enrollment status. The letter must include the name of the preparation program you are enrolled in, the license you are working towards, and contact information (email/phone) for the person who signed the letter.

5. Submit the Associate Educator License application.

Create a [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)