



# Utah State Board of Education

## Associate Educator License (AEL) Requirements for Special Education (K-12+)

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 Record, 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.

### **3. Complete all four Educator Licensing Pedagogical Modules in Canvas**

*\*\*\*Educators who hold an associate or professional Utah educator license may skip this step*

[Enroll in Educator Licensing Pedagogical Modules](#) and complete all four Canvas courses.

If you already have a USBE Canvas account and do not remember your password, please click on "Forgot Password?" after entering your email address on the [USBE Canvas login page](#).

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#### **4. Have a bachelor's degree or higher from an accredited institution**

Candidates for Special Education must provide transcripts from institutions from which you earned a degree. You must also provide a transcript from your Special Education 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](mailto: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 \(NACES\)](#).

#### **5. Be enrolled in a Special Education educator preparation program**

To be eligible for an Associate Educator License (AEL) in Special Education, you must be enrolled in a teacher preparation program that leads to a professional or standard teaching license in Special Education. This can be:

- The APPEL-SpEd program administered by the Utah State Board of Education, or
- A special education program at an accredited university that leads to a professional or standard (NASDTEC Stage 2) educator license in the state where the program is based

*For candidates seeking to enroll in APPEL-SpEd, please [click here](#) for more information.*

To confirm your enrollment in a special education teacher preparation program, please submit a letter verifying your enrollment. The letter can be from a faculty member, program director, or records office. **The letter must include:**

- **Official letterhead:** It must show the name of your school (like Utah State University).
- **Your name**
- **Program name:** It must say the name of the teacher preparation program you're in (like Bachelor of Arts in Special Education).
- **License area:** It must say the type of teaching license you're working towards (like Special Education with Mild/Moderate endorsement).
- **Current enrollment:** It must say that you are currently enrolled in the program.
- **Matching program and license:** The preparation program you are enrolled in must match the type of license you are applying for. For example, if you want a license in Secondary Math, you must be in a program like a Bachelor of Arts in Mathematics Education.
- **Contact information:** It must have the phone number and/or email address for the individual providing verification.
- **Signature:** It must be signed by someone who can confirm enrollment.

## Important Notes:

We **don't** accept any of the following as evidence of enrollment:

- copies of transcripts
- enrollment verification from a national clearinghouse
- acceptance or welcome letters.

Upload a PDF of the enrollment verification letter to your AEL application.

- Name the file with your name and CACTUS ID.
- **Example:** 34621 Jane Doe Enrollment Verification.pdf

## **6. Demonstrate minimum Special Education content competencies**

Individuals seeking an AEL in Special Education must successfully demonstrate minimum content knowledge competencies in special education by **completing one (1) of the following** requirements:

**Complete one (1) of the following and provide the required documentation listed:**

### **A. DirectSTEP Trainings - *Letter from APPEL-SpEd***

- a. You will need to attach a pdf copy of your letter of completion to your AEL application. For more information on the DirectSTEP Trainings, enroll in the [USBE Alternate Assessments Canvas module](#) or email [appel-sped@schools.utah.gov](mailto:appel-sped@schools.utah.gov).

### **B. USBE Running Start (only available in summer) - *MIDAS Transcript***

- a. You will need to attach a copy of your MIDAS transcript showing USBE Running Start. For more information on USBE Running Start, enroll in the [USBE Alternate Assessments Canvas module](#) or email [appel-sped@schools.utah.gov](mailto:appel-sped@schools.utah.gov).

### **C. Praxis exam - *Score report***

- a. Pass one (1) of the following approved Praxis exams:
  - i. Praxis 5355 Special Education: Foundational Knowledge
  - ii. Praxis 5543 Special Education: Core Knowledge & Mild/Moderate Applications
  - iii. Praxis 5547 Special Education: Severe to Profound Applications

For information on how to register for the Praxis test, visit the ETS Website:

<https://www.ets.org/praxis/>. When you register for the test, request a copy of your test scores be sent to the Utah State Board of Education (USBE). You will attach a pdf copy of your score report to your AEL application.

### **D. Degree major in special education - *Transcript from university***

### **E. Proof of Equivalency as determined by APPEL-SpEd Team - *Letter from APPEL-SpEd***

- a. If you believe that you have significant training in special education equivalent to degree major, but have not met one of the options above, please contact the APPEL-SpEd team by email [appel-sped@schools.utah.gov](mailto:appel-sped@schools.utah.gov).

## **7. Demonstrate minimum Special Education Law Competencies**

Individuals seeking an AEL in Special Education must successfully demonstrate minimum Special Education Law competencies ***completing one (1) of the following*** requirements:

**Complete one (1) of the following and provide the required documentation listed:**

- **USB E Special Education Law Training Course**
  - Create a [MIDAS account](#) and register for MIDAS course #59403. Use the e-mail address of your CACTUS record for your login ID.
  - Complete the [USB E SpEd Law Training \(MIDAS course 59403\)](#) at 80% or better.
  - Attach a pdf copy of your MIDAS Transcript showing the completed SPED Law Training course to your AEL application.
- **Special Education Law University Course** completed after Jan 2005, e.g., “Special Education Law” or “Policies & Procedures for Special Education”
  - Submit official transcripts to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov)
- **University course covering special education law** completed after January 2005.
  - Submit official transcripts to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov)
  - Course syllabus

## **8. 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 USB E 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](mailto:ael@schools.utah.gov) or (801) 538-7740. Our office hours are Monday through Friday from 8:00 AM to 5:00 PM (MST).