



Local Educational Agency (LEA) Specific Licensing Policy

The Providence Hall Charter School (PHCS) Board of Trustees (Board) recognizes that unique situations create circumstances where teachers will need to be hired and qualified for positions using Local Educational Agency (LEA) Specific Licenses. The Board delegates to the Executive Director and administration the responsibility for implementing policy for LEA Specific Licenses in accordance with Utah State Board of Education (USBE) [Rule R277-301](#).

I. ADMINISTRATIVE POLICY

A. Educator License and Endorsement Requirements

1. PHCS LEA Endorsement Eligibility

This authorization may be issued for a one to three year period upon request from the Executive Director or administrator for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment (applicant).

2. PHCS LEA Specific License Eligibility Criteria

An applicant must:

- a. Complete a bachelor's or higher degree in a related field of study; or
- b. have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
- c. complete a criminal background check including review of any criminal offenses and clearance in accordance with [Rule R277-214](#); and,
- d. complete the educator ethics review described in [Rule R277-500](#) within one calendar year prior to the application.

B. PHCS LEA Specific License or Endorsement Approval

1. The applicant's request, via presentation to the Board by the Executive Director or administration, must receive approval from the Board in a public meeting no more than 60 days prior to the LEA Specific License application to the USBE.
 - a. Rationale for the appointment of a PHCS LEA Specific License or Endorsement must be included in the applicant's approval request made to the Board.
2. A PHCS LEA Specific License or Endorsement is valid for up to three years. After three years, renewal of the license is subject to the approval or denial of the USBE.
3. A PHCS LEA Specific License expires immediately if the educator's employment with PHCS ends and the educator is not rehired by PHCS as an educator in the next contract year.
4. PHCS is not authorized to provide an LEA Specific License in the areas of
 - a. Special Education
 - b. Preschool Special Education

II. PHCS LEA SPECIFIC LICENSE EDUCATOR TRAINING, MENTORING, AND SUPPORT

A. Within the first year of employment, the applicant must complete the following training

1. Educator ethics
2. Classroom management and instruction
3. Basic special education law and instruction
4. Utah Effective Teaching Standards described in [R277-530](#).
5. PHCS' Mentoring Program



- B. PHCS shall provide the applicant at least a three year mentoring program by a trained mentor educator who
 - 1. holds a professional educator license; and
 - 2. where possible, performs substantially the same duties as the educator with release time to work as a mentor; or
 - 3. the assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in [Rule R277-530](#) but may not serve as an evaluator of the educator.
- C. The applicant and PHCS will jointly develop an Associate Licensing Plan to
 - 1. Encourage transition from a PHCS LEA Specific License to a Professional License.
 - 2. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
 - 3. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.
 - 4. Develop significant competency and knowledge sufficient to justify an extension request from the USBE for a continued PHCS LEA Specific License if transition to an Associate License is not reasonable or applicable.
- D. PHCS shall post LEA Specific License areas, or endorsements on PHCS' website. The post shall include
 - 1. Disclosure of the fact that PHCS employs individuals holding LEA Specific Licenses, license areas, or endorsements.
 - 2. Percentage of LEA Specific Licenses, license areas, or endorsements.
 - 3. A link to the [Utah State Board of Education Utah Educator Look-up Tool](#) in accordance with [R277-515-7\(6\)](#).