

2015-2016 EYE Requirements for Teachers Upgrading their Level One to Level Two Licenses

Here are the EYE (Entry Years Enhancement) requirements teachers must meet in order to upgrade their license from a Level One to a Level Two.

- Hold a Level One Utah Educator license.
- Complete three years of licensed experience (in-state, out-of-state, or through ARL process)
- Complete a professional portfolio. **In Granite this is our PG&E process. Your supervising administrator has to sign off that you have completed this. If you worked in another district before coming to Granite, your supervising administrator has to verify that you completed the portfolio requirements in your previous district.**
- Receive two satisfactory professional evaluations per year for three years in a Utah public or accredited private school (six satisfactory evaluations). **Your supervising administrator has to sign off that you have completed this. If you worked in another district before coming to Granite, your supervising administrator has to verify that you were evaluated twice each year and had satisfactory evaluations in your prior district.**
- Achieve a score of 160 or better on ONE of the four Praxis II: PLT tests at the appropriate level of educational preparation; 0621/5621, 0622/5622, 0623/5623, or 0624/5624. **Choose the level according to where you are currently teaching: early childhood (K-3), elementary (K-6 or 1-8), middle school (5-9), or secondary/high school (7-12).**
- Work with a trained mentor for three years. **Your supervising administrator has to sign off that you have completed this. If you worked in another district before coming to Granite, your supervising administrator has to verify that you worked with a trained mentor in your previous district.**
- Have a cleared background/fingerprint check within one calendar year; www.utah.gov/teachers . **You can do this starting in January of the year your level one license will expire. Make sure to choose LiveScan as your option for fingerprints. Print off the authorization form for "Request for Electronic Background Check Billable to Agency" and bring it to the HR offices to be printed. Your prints may take from three days to five weeks to clear.**
- Achieve NCLB HQ status in at least one licensure area, if qualified in any NCLB subject area.
- CTE may require additional coursework; contact Susan Loamanu at 801-538-7662 for information. **This applies only to CTE teachers and is typically the summer workshops (New Teacher Academy). CTE teachers have to do a paper upgrade for their Level Two license.**
- Complete the Ethics Review at www.utah.gov/teachers . **You can do this once you have paid for your background check.**
- Complete the two-hour Suicide Prevention Training. There are **two (2)** parts to this **mandatory** training:
 - a. The one-hour online training at UEN. You will need to sign into your my.UEN account and complete the training. Print off your certificate of completion showing you have completed the course to show to your administrator. You can go to www.uen.org/suicidepreventiontraining/ for instructions.
 - b. Attend the Suicide Prevention Training provided by your school's social worker and/or counselors. Each school will schedule their own training for their teachers. You can also attend one of the district sponsored trainings on January 6, February 11, March 31 or May 31, 2016. **Your administrator will sign off that you have completed the two hours of Suicide Prevention Training. You will need to provide the two certificates showing you have completed both portions of the training.**
 - c. **Provide both certificates (one from the USOE and one from Granite School District) to your supervising administrator to document the completion of this mandatory training.**
- Receive a district/accredited school recommendation for upgrade to Level 2. **We do this in April after we have verified that you have met all of the EYE requirements.**
- Complete the upgrade process once you receive an email from GSD Human Resources indicating you have been cleared to upgrade. You will go online to www.utah.gov/teachers and click on the Upgrade to Level 2 button.

Your administrator will receive a form in January with a list of the EYE requirements they have to verify and sign off on. They will return this form to Human Resources in April after they have completed the March evaluations. **You will not be able to upgrade your license from a Level One to a Level Two until we have received this form from your principal in April.**

Human Resources (either Marilee Evans, ext 4549, for elementary or Kathy Ellis, ext 4576, for secondary) will email you once we have cleared you to upgrade your license. Once you have received this email, go to www.utah.gov/teachers and complete the upgrade process.

Please be aware there are **two fees** involved: (1) for your Background Check paid at the beginning of the process and (2) for your license upgrade paid at the end of the process.