



Local Education Agency (LEA)-Specific Educator Licensure Policy

PURPOSE & PHILOSOPHY

Navigator Pointe Academy is committed to employing educators who are properly licensed and qualified for their positions. This policy is adopted in accordance with Rule R277-301 and governs the School's application for LEA-specific licenses and its employment of educators on such licenses.

The School acknowledges that the purpose of LEA-specific licenses is to allow the School to hire otherwise qualified educators during the period that they are preparing and completing requirements to qualify for an associate educator license or a professional educator license.

The Governing Board delegates to the Administration the responsibility for implementing policy for LEA-specific licenses in accordance with the Utah State Board of Education (USBE) Rule R277-301.

POLICY

APPLYING FOR AN LEA-SPECIFIC EDUCATOR LICENSE

The School's administration will propose to the Governing Board candidates for an LEA-Specific Educator License as needed.

Following the proposal of an LEA-specific license, the procedures stated below will provide the Governing Board with an explanation and rationale for requesting an LEA-specific educator license under the criteria contained in this policy.

When the Governing Board determines that it is appropriate under this policy, it will approve the request for an LEA-specific educator license in a public meeting. Approval will take place no more than 60 days prior to submitting the application to the USBE on behalf of the candidate.

The Governing Board will apply for the LEA-specific educator license for one, two, or three years, as requested by the administration and approved by the Governing Board, in accordance with R277-301-7.

The School will only issue an LEA-specific license area of concentration to an educator for the license areas identified in R277-301-7, including special education, pre-school special education, deaf education, school psychologist, school social worker, audiologist, speech language therapist, or speech language pathologist.

In accordance with R277-301-08, the Board may request an eminence designation for an LEA-Specific license, license area, or endorsement for a teacher whose employment with the School is no more than 37% of a teacher's regular instruction load.

CRITERIA FOR EMPLOYING EDUCATORS WITH AN LEA-SPECIFIC EDUCATOR LICENSE

The School will use the following processes and consider the following criteria in determining whether to employ an educator and apply for an LEA-specific educator license:

1. Vet each candidate and contact references in order to verify that they are a strong candidate. In particular, ensure that the candidate does not have any prior misconduct that would impair their success in teaching.
2. Interview each candidate and verify they support the School's mission, vision, and philosophy.
3. Consider the extent to which each candidate has training in the content area and ability to facilitate student learning in that content area.
4. Consider the extent to which each candidate has experience and the ability to effectively teach courses.
5. Consider whether the LEA-specific educator license is sought in a content area in which there is a shortage of qualified educators in the state.

1.1.2. Individuals who have a bachelor's degree or higher, or who are enrolled in an educator preparation program that will result in a bachelor's degree or higher, or who have a skill certification in a specific CTE area as established by the USBE, may now be issued an associate educator license upon satisfaction of USBE requirements. Before 2020 individuals could pursue an alternative route to licensure (ARL) or an academic pathway to teaching (APT) and teach on a letter of authorization (LOA). As of 2020, these processes are discontinued. In their place, an individual may pursue an associate educator license. An associate educator license is valid for two years (with a possible one-year extension) and may be upgraded to a professional educator license in accordance with Utah law.

- 1.1.3.** An individual who does not meet the criteria for a professional or associate educator license but meets the criteria set forth in this policy may be issued an LEA-specific educator license, license area or endorsement. An LEA-specific license, license area, or endorsement is valid only at Navigator Pointe Academy. As used in this policy, the term “LEA-specific license” means an LEA –specific educator license, license area, or endorsement.

2. ADMINISTRATIVE POLICY

2.1 Educator License and Endorsement Requirements

2.1.1 Navigator Pointe Academy LEA License Applicant Eligibility Criteria:

- 2.1.1.2.** Have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
- 2.1.1.3.** Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214
- 2.1.1.4.** Complete the educator ethics review described in Rule R277-500 within one calendar year prior to the application

2.1.2. Navigator Pointe Academy Endorsement Eligibility

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

2.2. Navigator Pointe Academy License or Endorsement Approval

2.2.1. The application must receive approval from the Navigator Pointe Academy Board in a public meeting no more than 60 days prior to employment and include:

- 2.2.1.1.** Rationale for the appointment of a Navigator Pointe Academy-Specific license or endorsement.
- 2.2.1.2.** Verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the licensed endorsement area and compatible with the NPA chartered program needs, as demonstrated by posting the position for a reasonable period of not less than five days (not required for hourly applicants).

2.3. An NPA LEA-Specific license area 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 Utah State Board of Education.

- 2.4.** An NPA LEA-Specific license expires immediately if the educator's employment with NPA ends and the educator is not rehired by NPA as an educator in the next school year.
- 2.5.** NPA is not authorized to provide an LEA-Specific educator license in the areas of:
 - 2.5.1.** Special Education

3. NPA-SPECIFIC EDUCATOR TRAINING MENTORING, AND SUPPORT

- 3.1.** Within the first year of employment, the educator must complete the following training:
 - 3.1.1.** Educator Ethics
 - 3.1.2.** Classroom management and instruction
 - 3.1.3.** Basic Special Education law and instruction
 - 3.1.4.** Utah Teaching Standards described in R277-530
 - 3.1.5.** The educator must participate in the NPA Mentoring Program
- 3.2.** NPA will provide a trained mentor educator who:
 - 3.2.1.** Holds a professional educator license
 - 3.2.2.** Is assigned as a teacher-mentor, but may serve as the evaluator
 - 3.2.3.** Use the NPA Mentor Guide for new teachers to provide training, support, and feedback
 - 3.2.4.** The mentor, like all employees, must promptly report educator misconduct in violation of school policy
- 3.3.** School Director will be the evaluator

4. NOTICE

- 4.1** For each requests made for an NPA-Specific license, NPA will post the following on its website:
 - 4.1.1.** Disclosure of the fact that the school employs individuals holding LEA-Specific educator licenses, license areas, or endorsements
 - 4.1.2.** The percentage of the type(s) of licenses, license areas, and endorsements held by educators employed in the school based on the employees' FTE in CACTUS
 - 4.1.3.** A link to the Educator Look-Up Tool provided by USBE in accordance with Utah Admin. Code R277-515-7(6)

TEACHER DESIGNATION AND LEVELS

The following designations or levels apply to educator licenses, license areas (i.e. elementary, secondary, special education and content endorsements):

Professional – the educator has completed an educator preparation program that includes content and pedagogical knowledge. This program may have been completed at a university or in an alternate pathway that was supported by school districts/charters and the Utah State Board of Education

Associate – The educator is currently completing an educator preparation program, but has not yet completed all requirements for a Professional Educator License, license area or endorsement. The educator is enrolled in a university-based or Local Education Agency (LEA)-based program. When the educator completes the program, they will have a professional level.

LEA-Specific – The educator has not completed an educator preparation and may or may not be currently enrolled in one. The LEA-Specific is available for all License areas. Only Special Education and Preschool Special Education have the one-year only restriction, otherwise, the LEA can specify their educator for up to three years.

Navigator Pointe Academy employs individuals holding an LEA-Specific educator license, license areas, and/or endorsements in accordance with Utah Admin. Code R277-301-7. Additional information on educator licensing can be found at USBE <https://cactus.schools.utah.gov/PersonSearch>

Educator Licensing %

- Professional: 86%
- Associate: 6%
- LEA Specific - currently enrolled in an educator preparation program: 8%
- LEA Specific – not currently enrolled in an educator preparation program:

NOTE: As of the 2025-2026 school year, NPA has one LEA Specific Teacher working on licensure.