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MEMORANDUM

TO: Superintendents
FROM: Licensing Office
SUBJECT: Licensure Requirements
DATE: 04/01/14 (*Updated 8/23/2016*)

It is the responsibility of the superintendent to ensure that on the first day of any assignment of duties requiring licensure under these rules, each educator has a valid license, an appropriate endorsement, and any other applicable license or credential for the educator's assigned duties, and to ensure that the license and endorsement, as well as any other applicable licenses or credentials, are maintained throughout the assignment. Failure to do so may subject the superintendent to the discipline under provisions of Chapter 51 of Title 16.

A Provisional License is a temporary two-year license that is issued to an individual upon an application from a superintendent. This occurs when the local district is unable to find an appropriately licensed, endorsed or otherwise qualified applicant after making all reasonable effort to do so.

- One cannot get a second Provisional License for the same endorsement.
- All Provisional Licenses expire on June 30th of the second school year after issuance.
- Licensees are expected to complete the steps necessary, per the plan for licensure that they submitted, and obtain an Initial License or appropriate endorsement before the Provisional License expires. Licensees must submit a Provisional Progress Report to their Superintendents each year.
- A Provisional License can only be extended when extenuating circumstances beyond the reasonable control of the licensee prevented him/her from obtaining an Initial License or appropriate endorsement (e.g. a serious extended illness, a needed class that is only offered every two or three years, retaking a Praxis exam).