

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CREDENTIALS AND RECORDS**

**DBA**

**PERSONNEL CREDENTIALS**

Personnel shall possess and maintain valid credentials, including required licensure and certification, before contracts are issued, duties are assigned, or payment is made from any source of funds. Any such failure will render a contract with the Board void.

**CERTIFICATED EMPLOYEES GENERAL**

Unless an express exception exists under law or under the rules of the Utah State Board of Education, to be employed in the District in a capacity covered by the following license areas of concentration, a person shall hold a valid license issued by the Utah State Board of Education in the respective license areas of concentration:

1. Early Childhood (K-3)
2. Elementary (1-8)
3. Elementary (K-6)
4. Middle (5-9)(still valid, & issued before 1988)
5. Secondary Teaching (6-12)
6. Administrative/Supervisory (K-12)
7. Career and Technical Education
8. School Counselor
9. School Psychologist
10. School Social Worker
11. Special Education (K-12)
12. Preschool Special Education (Birth-Age5)
13. Communication Disorders
14. Speech-Language Pathologist
15. Speech-Language Technician.

Utah Admin. Code R277-502-5 (July 8, 2015)

**Junior ROTC Instructors—**

The instructor of a course, which is part of a Junior Reserve Officer's Training Corps Program (JROTC program) established in the District is not required to hold state licensure to teach that course.

Utah Code § 53A-6-116) (2016)

**LETTER OF AUTHORIZATION**

On an annual basis, the District shall request letters of authorization from the Utah State Board of Education for teachers assigned to teaching classes for which they are not endorsed by the Utah State Board of Education.

Utah Admin. Rules R277-502-5 B(2) (July 5, 2015)

**TEACHER CLASSIFICATIONS—**

The District and each school shall identify and distinguish between “teachers” who hold a level 1,2, or 3 license and “associate teachers” who do not currently hold a level 1, 2, or 3 license, but are permitted to teach in the school under another authorization.

Lists of “teachers” and associate teachers” shall be maintained at each school and shall be available for review by any person upon request.

Utah Code § 53A-6-111 (2004)

