

WSU Relicensure Course – USOE Relicensure Instructions

Level 1 License

- You must MAIL your completed renewal application to the State Office of Education, along with your check for the appropriate renewal fee (see the instructions on the State website for the amount). If you are renewing your license it must be postmarked by June 26th. If your license has expired, there is no deadline, but the sooner the better.
- You do not need to send in the documents which verify the work experience or course work.
- Keep copies of your application and all documentation for one year in case you are audited.
- If you have not already passed the Praxis II content test which corresponds to your license area, this must be done in order to be highly qualified, but it does not have to be done prior to reinstating your license. During the next 1 to 2 years, you will also need to pass the Praxis PLT in order to upgrade to a Level 2 license.
- **NOTE: If you have 3 years of teaching experience you MUST upgrade to a Level 2 license.** Contact USOE for complete instructions, 801-538-7740.

Level 2 License

EXPIRED LICENSE:

- You must renew your license online and your background check must have cleared to do this. If your background check has not cleared, you must mail in your application and your renewal fee. Since your license is expired, there is no deadline for mailing in your application. You may wait until your background check has cleared and go online to reinstate your license.
- On the Website <https://utah.gov/teachers>, be sure you click on the EXPIRED LICENSE RENEWAL button.
- You do not need to send in any paperwork, but keep all of your copies for at least one year.

ACTIVE LICENSE RENEWAL

- You must renew online at <https://utah.gov/teachers>, be sure you click on the LICENSE RENEWAL button. You can not renew until the January of the year your license expires and no later than May 30th of that year.
- You do not need to send in any paperwork, but keep all of your copies for at least one year.

For questions be sure to contact Brandie Schulz at the State Office of Education at 801-538-7532.