

Site Licensing Policy

DaVinci Academy of Science and the Arts

Policy Section: 400 – Staff Policies

Policy Number: 420

Effective Date: August 20, 2026

Purpose:

The Board recognizes that unique situations may create circumstances in which teachers need to be hired and qualified for positions using Local Education Agency (LEA)-specific licenses. The Board delegates to the Administration the responsibility for implementing procedures for LEA-specific licenses in accordance with Utah State Board of Education (USBE) Rule [R277-301](#).

I. Administrative Policy

A. DaVinci Academy LEA-Specific License Eligibility Criteria:

All applicants must:

1. Complete the Site License Application (see appendix A)
2. Complete a bachelor's degree or higher in a related field of study; or
3. Have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment;
4. Complete a criminal background check, including a review of any criminal offenses, and receive clearance in accordance with [Rule R277-214](#); and
5. Complete the educator ethics review described in [Rule R277-500](#) within one calendar year prior to the application.

B. DaVinci Academy LEA-Specific Endorsement Eligibility:

This authorization may be issued for a period of one to three years upon the request of a DaVinci Academy administrator for a licensed teacher holding an LEA-Specific, Associate, or Professional Educator License who is not endorsed in the area of assignment.

C. DaVinci Academy LEA-Specific License or Endorsement Approval:

The application must receive approval from the DaVinci Academy Board of Directors in a public meeting 60 days prior to employment and no later than 15 days following start date for employment and must include:

1. The rationale for the appointment of an educator under a DaVinci Academy LEA-specific license or endorsement.
2. Verification that there is an inadequate supply of qualified and suitable licensed applicants in the applicable license or endorsement area, as demonstrated by posting the position for a reasonable period of no fewer than five days. This posting requirement does not apply to hourly applicants.

D. Temporary Employment Status

Applicants placed on DaVinci Academy LEA-specific licenses shall serve under temporary employment agreements on an annual basis.

E. License Duration

A DaVinci Academy 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. Any renewal must be considered as well by the DaVinci Academy Board of Directors.

F. Expiration of License

A DaVinci Academy LEA-specific license expires immediately if the educator's employment with DaVinci Academy ends and the educator is not rehired by DaVinci Academy as an educator for the following contract year.

G. Restricted License Areas

DaVinci Academy is not authorized to provide an LEA-specific educator license in the following areas:

1. Special Education
2. Preschool Special Education

II. DaVinci Academy LEA-Specific Educator Training, Mentoring, and Support

A. Required Training

Within the first year of employment, the educator must complete training in the following areas:

1. Educator ethics;
2. Classroom management and instruction;
3. Basic special education law and instruction; and

4. Utah Effective Teaching Standards described in [Rule R277-530](#).

The educator must also participate in DaVinci Academy's mentoring program.

B. Mentoring Program

DaVinci Academy shall provide a mentoring program lasting at least three years. The educator shall be assigned a trained mentor educator who:

1. Holds a Professional Educator License;
2. When possible, performs substantially the same duties as the educator and is provided release time to work as a mentor; or
3. Is assigned as an instructional coach or serves in an equivalent position.

The assigned mentor shall assist the educator in meeting the Utah Effective Educator Standards established in [Rule R277-530](#), but the mentor may not serve as the educator's evaluator.

All employees, including mentors, must promptly report educator misconduct in violation of DaVinci Academy's Employee Code of Conduct policy.

C. Associate Licensing Plan

The applicant and DaVinci Academy shall jointly develop an Associate Licensing Plan to:

1. Encourage the educator's transition from a DaVinci Academy LEA-Specific Educator License to an Associate or Professional Educator License.
2. Identify applicable educational, skill, and content-knowledge requirements for enrollment in a qualified educator preparation program.
3. Identify pathways and opportunities to prepare for the successful completion of any required pedagogical performance assessment.
4. Develop significant competency and knowledge sufficient to justify an extension request to the Utah State Board of Education for a continued DaVinci Academy LEA-Specific Educator License when transition to an Associate Educator License is not reasonable or applicable.

D. Website Disclosure Requirements

For each DaVinci Academy school or program that requests LEA-specific licenses, license areas, or endorsements, the following information shall be posted on the DaVinci Academy website:



COMMUNICATION • COLLABORATION • CITIZENSHIP • CONTEMPLATION • CREATIVITY • COMPETITION • CURIOSITY • COMPASSION • CONSERVATION

1. Disclosure that DaVinci Academy employs individuals holding LEA-specific educator licenses, license areas, or endorsements;
2. The percentage of educators holding LEA-specific licenses, license areas, or endorsements; and
3. A link to the [Utah State Board of Education Utah Educator Lookup Tool](#), in accordance with [Rule R277-515-7\(6\)](#).





Appendix A:

Local Education Agency (LEA) Specific Educator License Application Form	Return form to Executive Director <i>Do not submit this form to USBE unless you are notified of monitoring.</i>
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Local Education Agency (LEA) Specific licenses are requested by a Utah public school district or charter. *LEA Specific Licenses are subject to monitoring by the Utah State Board of Education (USBE).* As such, you are required to keep this original signed application form and supporting documentation for 12 months *as evidence.*

Name:

CACTUS ID#:

Email:

Phone Number:

Employing School District/Charter:

Teaching Assignment:

- Have you *completed* all [USIMS Checklist](#) items including completing a Fingerprint Background Check?
☐ Yes ☐ No
- Have you ever had a credential *revoked or suspended* that has not been “reinstated” by the Utah Professional Practices Advisory Commission or by another standards Board?
☐ Yes ☐ No
- Have you *completed* the [Educator Licensing Pedagogical Modules Canvas course](#) in the last 12 months? This action is required for all LEA-Specific educator license applications.
☐ Yes ☐ No

Summarize why other licensing pathways (Associate Educator License – AEL) are currently unavailable to you:

License Applicant Signature:

I verify these statements are true and I understand this information may be used or provided to potential employers and to the Utah State Board of Education for appropriate licensure purposes. I understand that my Utah educator may be rescinded, and my license is subject to disciplinary action if any information on this renewal form is false.

Educator Signature: _____ Date: _____

*Do not submit this form to USBE unless you are
notified of monitoring.*

