The Associate Educator License (AEL) is the process for individuals seeking to become a Utah teacher, but who have not completed an Educator Preparation Program (university-based or alternate program). The AEL is a temporary and nontransferable license. Below are the requirements established by the Utah State Board of Education (USBE) and Jordan School District (JSD) for completing an AEL process and obtaining a Professional Educator License in JSD.

The USBE requirements and instructions are found at: www.schools.utah.gov/licensing/apply

Contact Us

HR Licensing Specialist
Brittany Bauer
brittany.bauer@jordandistrict.org
801-567-8214

Elementary District Mentor Specialists
Tricia Tingey
tricia.tingey@jordandistrict.org
801-567-8159

Amy Wood
amy.wood@jordandistrict.org
801-567-8136

Secondary District Mentor Specialists
Judy Jackman
judy.jackman@jordandistrict.org
801-567-8171

Rebecca Kirkman
rebecca.kirkman@jordandistrict.org
801-567-8134

Alternative Pathway to Professional Educator License (APPEL)
Step 1: Apply for Associate Educator License with USBE
https://www.schools.utah.gov/licensing

Step 2: Apply for positions at JSD
https://employment.jordandistrict.org/apply

Step 3: Be hired by Jordan School District and enroll in APPEL Program

- Annual progress toward licensure is expected for continued employment in JSD.
- Your principal will have you sign an annual, one-year agreement until the APPEL program is completed and a Professional Educator License is issued.
- A school mentor will be assigned to you within the first 30 days of your contract.
- An assigned District APPEL coach will provide you with support, guidance, and will be a part of your teacher training experience.
- The HR Licensing Specialist will create a Professional Learning Plan (PLP) upon receiving your transcripts. The PLP will be forwarded to you for your review within 30 days of your first contract day.
- Must complete all APPEL requirements within three (3) years and be recommended for a Professional Educator License.

Step 4: Complete all USBE Licensing Requirements

- Pedagogy – 5 required courses are available through the following JSD partnership schools of higher education:
  - SUU https://www.suu.edu/ed/appel.html
- Content – Determined upon review of transcripts.
  - Elementary: Experience(s) with elementary content areas. Courses – Methods of Language Arts, Math, Child Development and Learning.
  - Secondary: Endorsement(s) in the content areas.
- Clinical experience(s) taken from the PLP includes a minimum of 1/2 day observing another teacher at the same school, and 1/2 day observing another teacher at a different school.
- Educator Competencies and Dispositions will be completed with Effective or Highly Effective educator evaluation (JPAS) within the APPEL Domains
- Completion of a Pedagogical Performance Assessment (PPAT) portfolio conducted by Educational Testing Services (ETS).
  https://www.ets.org/ppa/testtakers/teachers/prepare
- The Associate Educator demonstrates their understanding and ability to create curriculum, execute instruction, adjust instruction as necessary, assess student learning and reflect on the teaching process.
- The HR Administrator then recommends to the USBE the Associate Educator for the Professional Educator License upon successful completion of APPEL program.

USBE Licensure Types:

- Professional Educator License
  - Click here for definition
- Associate Educator License
  - A license issued to an individual who has met a minimum set of educator requirements and is completing all professional educator requirements to receive a Professional Educator License.
- Local Education Agency (LEA)-specific Educator License
  - Click here for definition

USBE Licensure Types:

- Professional Educator License
- Associate Educator License
- Local Education Agency (LEA)-specific Educator License