UAPCS APPEL POLICY

The Alternate Pathway to Professional Educator License (APPEL) is an Educator Preparation Program as defined by the Utah State Board of Education (USBE) Administrative Rules R277-303: Educator Preparation Programs. APPEL programs are administered by local school districts, charter schools, or the Board, and prepare individuals to meet the requirements for a Utah professional license or license area of concentration.

The Utah Association of Public Charter Schools (UAPCS) is an approved alternative preparation program that leads to professional license areas in elementary education, secondary education, career, and technical education. The UAPCS APPEL program aims to prepare highly qualified educators to promote excellence in education for Utah's public charter schools.

We accept applications to the program on an ongoing basis. Applicants are accepted based on compliance with requirements and space availability, as defined by the following policy:

APPEL CANDIDATES

1. Candidates wishing to be accepted into the UAPCS APPEL program must meet the following criteria:
    a. Be currently employed at a partner charter school in Utah.
    b. Must have at least a bachelor's degree.
    c. Agree to respond to emails and other communications in a timely manner.
    d. Agree to submit requested documents (transcripts, etc.) within 2 weeks of request.
    e. Agree to be professional in communication and in meeting with the APPEL program supervisors.
2. Acceptance in the program is defined as a candidate who has been hired by a partner school, filled out an application, submitted all requested documents and paid program fee.
3. If upon reaching the plan deadline, the candidate does not demonstrate sufficient progress the candidate may be removed from the program and will not be readmitted.
4. A candidate must finish the program at the same partner charter school at which they begin. An exception may be granted if the candidate moves to another partner charter school AND if permission is granted by the APPEL director and the school leaders at both the charter school the candidate left and the charter school to which the candidate

moved. There will be an evaluation at that time of any appropriate fees due to remain in the program.

5. If during the course of the program, the candidate is ineligible for rehire, they are dismissed from our program and will not be readmitted.

PROGRAM FEES

Schools with candidates that join the UAPCS APPEL program after July 28, 2022 will be subject to the following fees:

- UAPCS Member Schools
    - $0 for first two candidates from a member school.
    - $750 annually per candidate for additional candidates from the same school. This will be invoiced in the year the candidate begins the program. UAPCS membership must be kept current each year to get this discounted rate.
- Non-Member Schools - $5,000 annually per candidate. If your membership lapses you will be billed $5,000 annualy per candidate.
- Terms, Conditions, and Exclusions
    1. Fees paid do not guarantee a license if the candidate fails to meet the criteria or follow the plan.
    2. Fees **do not** include program coursework and class fees. There are additional fees for APPEL classes provided by UAPCS and/or other providers. Class fees are due prior to class attendance.
    3. Candidates will only be accepted into the program after an initial screening process and with the annual payment of the program fee.
    4. If a candidate has an exception to change partner schools there may be a change in fees depending on 1) UAPCS membership status of school and/or 2) number of candidates at new school. Fees due will be evaluated at time of school change.
    5. Once a candidate is accepted into the program, there will be no refunds.

COMPETENCY CREDIT

When evaluating candidate status, there may be credit given for competencies rather than requiring additional coursework. In this situation, there are several requirements to keep in mind.

1. For a candidate to qualify to meet a requirement using competency, their students must be performing at or above the state average, or at the top of their cohort on state-required testing.
2. In order for professional development to count towards competency for one of the pedagogical courses, there must be at least 24 hours (not including any state-required

training i.e., Acadience reading) on the pedagogical topic. In addition to the required hours, the candidate will be asked to submit sufficient artifacts to demonstrate competency.

3. To receive credit for Intro to Special Education, the candidate is responsible to produce a syllabus that demonstrates that the course covered R277-304-4(4)(i)(knowledge and skills to assist in the identification of and instruction for students with disability in the general classroom, including (i) knowledge of the IDEA and Section 504 of the Rehabilitation Act; (ii) knowledge of the role of non-special-education teachers in the education of students with disabilities; (iii) knowledge and skills in implementing least restrictive behavior interventions; (iv) skills in implementing and assessing the results of interventions; and (v) skills in the implementation of an educational program with accommodations, modifications, services, and supports established by an IEP or 504 plan for students with disabilities in the general education classroom.

ROLES and RESPONSIBILITIES

APPEL CANDIDATE

1. Complete all Professional Learning Plan (PLP) requirements three months before the license will expire.
2. Enroll in classes and trainings as advised in a timely manner.
3. Send proof of coursework and artifacts to the APPEL director within one month of completion.
4. Register and pay for trainings one week prior to the start of the training.
5. Complete homework assignments before the end of the course.

UAPCS/UAPCS APPEL COORDINATOR

1. Point of contact for USBE and partner charter schools.
2. Run the program, ensure training, and control records.
3. Review candidate transcripts for content and pedagogy coursework.
4. Develop candidate's Professional License Plan (PLP).
5. Track PLP, collect appropriate evidence, ensure candidates are progressing through their plan and are appropriately supported.
6. UAPCS reserves the right to cap the program if the number of applicants exceeds the resources to deliver the program.

PARTNER CHARTER SCHOOL

1. The partner character school will complete a Statement of Assurance.

2. Keep UAPCS APPEL Coordinator current on contact information and changes to charter school directors, mentors and candidates.
3. Provide each APPEL candidate with a mentor-educator or an instructional coach.
4. The school administrator will observe/evaluate the APPEL candidate using a UAPCS-provided UETS observation tool at the beginning and end of the candidate's program.
5. The school administrator will observe/evaluate the APPEL candidate at least twice a year using either a school-approved evaluation tool or the UAPCS-approved UETS observation tool.

LEA MENTOR-EDUCATORS or SCHOOL COACHES

1. Hold a Utah professional educator license and have at least three years of teaching experience.
2. Perform or has performed substantially the same instructional duties as the APPEL candidate.
3. Model effective standards-based teaching and demonstrate high leverage practices.
4. Display strong intra- and interpersonal and teamwork skills.
5. Has or will have participated in state-hosted Mentor Training in observation and quality feedback skills (R277-308).