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**I. PURPOSE**

The purpose of this policy is to ensure that qualified teachers are employed by the school and to fulfill its duty to ascertain the licensure status of its teachers.

**II. DEFINITIONS**

- A. Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS): the electronic file maintained on all licensed Utah educators. The file includes information such as:
1. Personal directory information;
  2. Educational background;
  3. Endorsements;
  4. Employment history; and
  5. A record of disciplinary action taken against the educator.

**III. POLICY**

- A. Athlos Academy certificated employees are required to maintain a current license issued from the State Office of Education.
1. Some positions also require endorsement(s).
  2. Employees are responsible to obtain and renew their license, pay all applicable fees, and correspond with the State Office of Education.
  3. Prior to hiring, Athlos Academy shall verify with CACTUS that the applicant has a background check and holds a valid teaching license.
  4. The Lead School Administrator or designee shall establish a schedule for the annual review of teacher licenses.
- B. An employee who allows his/her licensure to lapse - or loses state licensure - is ineligible for employment with Athlos Academy and therefore, has no expectation of continued employment.
- C. Athlos Academy is required to report violations of this policy to the appropriate state agency.
1. An employee's license may be put in jeopardy if reported violations of professional and ethical conduct are forwarded to school administration.

2. Each employee in such a situation is responsible for monitoring any change upon licensure, and is expected to communicate such changes to Human Resources.

**Legal References:**

[Utah Admin R277-502](#)