



POLICIES AND PROCEDURES

Policy: 2HR-203 APPEL PROGRAM

Index: Human Resources-*Employment Procedures*

Monitoring: As Needed

1. PURPOSE

The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) administers the Alternate Pathway to Professional Educator License (APPEL) in accordance with state law and Utah State Board of Education Rule (R277-303).

2. POLICY

2.1. APPEL Candidates

2.1.1. Candidates wishing to be accepted into the School's APPEL program must meet the following criteria:

- a. Be currently employed as a teacher
- b. Must have at least a bachelor's degree.
- c. Agree to respond to emails and other communications within 24 hours of receipt.
- 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 coordinator.

2.2. Acceptance in the program is defined as a candidate who has been hired to teach, filled out an application, and submitted all requested documents.

2.3. If upon reaching the plan deadline, the candidate does not demonstrate sufficient progress the candidate may be removed from the program, will not be readmitted, and will not be eligible for rehire.

2.4. If during the course of the program, the candidate is ineligible for rehire, they are dismissed from the School's program and will not be readmitted.

2.5. Competency Credit

2.5.1. When evaluating candidate status, there may be credit given for competencies rather than requiring additional coursework. Requirements for this include:

- 2.5.1.1. Candidate must be implementing instruction as prescribed by the school and its policies and procedures.
- 2.5.1.2. 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.
- 2.5.1.3. 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.

3. ROLES AND RESPONSIBILITIES

3.1. APPEL Candidate

- 3.1.1. Complete all Professional Learning Plan (PLP) requirements three months before the license will expire;
- 3.1.2. Enroll in classes and trainings as advised in a timely manner;
- 3.1.3. Send proof of coursework and artifacts to the APPEL coordinator within two weeks of completion; and
- 3.1.4. Complete homework assignments before the deadlines.

3.2. APPEL Coordinator

- 3.2.1. Run the program, ensure training, and control records;
- 3.2.2. Review, or assign an assistant coordinator to review candidate transcripts for content and pedagogy coursework;
- 3.2.3. Develop candidate's Professional License Plan (PLP);
- 3.2.4. Track PLP, collect appropriate evidence, ensure candidates are progressing through their plan and are appropriately supported.

3.3. Mentor Educators

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

DEFINITIONS

APPEL Candidate: An individual with a bachelor's degree who is employed by the School as a teacher and has made application and been accepted to participate in the APPEL Licensure Program.

APPEL Coordinator: The coordinator may vary from year to year, but it will be one of the academic directors. This individual is responsible for all items outlined in section 3.2.

Professional Learning Plan (PLP): A document created together by the APPEL candidate and coordinator that outlines all of the program requirements that must be fulfilled in order to obtain licensure.

Competency: Knowledge and experience that have been gained through prior work experience and/or education

REFERENCES

R277-303

R277-308

RELEVANT LINKS

DOCUMENT HISTORY

Adopted: 3/15/23

Revised: