



APPLICATION FOR A UTAH EDUCATOR LICENSE

PLEASE READ AND FOLLOW ALL DIRECTIONS

CHECK LIST: **(DO NOT SEND THESE ITEMS DIRECTLY TO THE STATE!!)**

EDUCATOR LICENSE APPLICATION Utah State Office of Education:

- ☞ Complete the top half of this form, making sure that all lines are filled in. **IF ANY PART OF THIS FORM IS NOT FILLED IN COMPLETELY YOUR LICENSE MAY BE DELAYED.**
- ☞ Provide your complete permanent mailing address.
- ☞ Sign in the Educator's Signature box verifying the statements you provided are true.
- ☞ **THIS FORM MUST BE DONE IN BLACK INK OR TYPEWRITTEN.**

PRAXIS SCORES

- ☞ A copy of the **FRONT AND BACK** of your Praxis score **MUST** be included in your application packet. The Utah State Office of Education **WILL NOT** accept licensure applications without this score. USU does not always receive copies of your Praxis score even though you ask ETS to send one.

USU's APPLICATION FOR EDUCATOR LICENSE:

- ☞ Complete this form and have your advisors sign in the appropriate places.
- ☞ If you are in Secondary Education, you must have your major, minor, and the Secondary Education advisors all sign (for Social Studies Composite Majors, the Secondary advisor signs on all lines).
- ☞ All other majors need their departmental advisor and their minor advisor if they are earning a minor outside the College of Education and Human Services.

INFORMATION DATA SHEET:

- ☞ Fill in completely. Information on this sheet is necessary for the Educator License Office to contact you for a follow-up study. Your application will **NOT** be accepted without this completed sheet.
- ☞ **EMAIL ADDRESS IS MANDATORY.** This is how you will be notified that you have been approved by USU to receive your Level I Educator License. Once you've received email notification from USU you will need to go online to pay the fee. The email will explain the process of fee payment.

ORDER OFFICIAL TRANSCRIPT(s):

- ☞ You must turn in an official USU transcript showing your degree posted.
- ☞ If you have not yet earned your degree, go to the Records Office, Room 246, in the Taggart Student Center and order one (or send a check or money order for \$3.00 to UMC 1600, Logan, UT 84322 along with a signed request for a transcript). Ask them to hold the transcript until your degree is posted and then send it to the **Educator License Office, UMC 2800**. The order form you will fill out contains boxes for these requests. Special Education Students should send their transcript to Special Education, UMC 2865.

ORDER OFFICIAL TRANSCRIPT(s): (continued)

☞ If you earned any credits at another institution that were applied to your USU degree, you must include an official transcript from that institution. An official USU transcript DOES NOT print classes from other universities.

EDUCATOR LICENSE FEE:

☞ **\$50** (subject to change)

☞ USU will notify you through email that you have been approved to receive your Level I Educator License. Once you've received email notification from USU you will need to go online to pay the fee. The email will explain the process of fee payment.

☞ The \$50 fee will include any endorsements completed at the time of your initial Level I license

☞ If you already have a Level I or Level II Educator License and are adding any additional certifications or endorsements (i.e. Administrative/Supervisory, School Library Media, ESL, Gifted/Talented, etc) payment can only be made with a money order, made payable to USOE. *THE FEE WILL NOT BE \$50.* Verify amount by calling (435) 797-1443

BACKGROUND CHECK:

☞ You will need to have a background check completed prior to your application for Educator License. **If your background check for student teaching is less than three years old it will be acceptable.** If it is older than three years you will need to complete a new background check. If you hold a current teaching license, you will not have to complete another background check. We cannot accept copies of background checks done for a school district or other employment. To apply for a background check go to www.utah.gov/teachers and click on Background Check.

PINK SURVEY SHEET:

☞ Please complete the survey and turn it in with your application. These forms are filed separately and will remain anonymous.

**TURN IN YOUR COMPLETED APPLICATION TO ROOM 103, EDUCATION BUILDING, OR MAIL TO:
EDUCATOR LICENSE OFFICE
2800 OLD MAIN HILL
LOGAN, UT 84322-2800.**

PLEASE HAVE ALL FORMS FILLED OUT AND READY WHEN THEY ARE TURNED IN.

IF YOU HAVE ANY QUESTIONS, E-MAIL AT TERRI.GASS@USU.EDU OR CALL (435) 797-1443.

*****Before this office can recommend you for your Teacher Education License, you must have a GPA of 2.75 *****

*******NOTE FOR SPECIAL EDUCATION MAJORS:** Special Education majors should turn in their complete application to the Special Education Department, Room 313, Education Building. Also, please have your transcripts sent to Special Education UMC 2865*****

Educator License Application

Utah State Office of Education, 250 East 500 South, P. O. Box 144200, Salt Lake City, UT 84114-4200

To be filled out by Student (Please type or print in Black ink using a medium point pen and complete ONLY those areas that are applicable.)				
Full Name: (Last) (First) (Middle) (Birth Name)				Date:
Mailing Address for Delivery of License (Including City, State & Zip)				Social Security #:
Sex:	Ethnic Background*:	Citizenship:	Place of Birth:	Date of Birth:
Previous Utah Educator License (If Any): <input type="checkbox"/> Yes <input type="checkbox"/> No			Year Granted:	
Have you ever had a credential revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, where?	
Have you ever been convicted of violating any law, except minor traffic violations? _____ (Convictions for Driving Under the Influence of drugs or alcohol shall be reported.) If yes, explain on a separate sheet. If a background check reveals that you have made false statements, your license may be revoked.				
I verify these statements are true, and I understand this information may be used or provided to potential employers and to the Utah State Office of Education for appropriate licensure and professional development purposes. I also give permission for the university to submit my preservice test scores for licensure.			Educator's Signature:	

*Ethnic background information is being requested for state and federal reporting purposes; however, you are not required to respond.

(USOE ONLY)		(FOR UNIVERSITY USE ONLY)					(USOE USE ONLY)	
L	BS	License Area	Endorsements	ETS Test #	ETS Test Score	Subtest Scores	Date Issued	Renewal Dates
						<input type="checkbox"/> Average Range or Higher		
						<input type="checkbox"/> Average Range or Higher		
						<input type="checkbox"/> Average Range or Higher		
						<input type="checkbox"/> Average Range or Higher		
						<input type="checkbox"/> Average Range or Higher		
						<input type="checkbox"/> Average Range or Higher		

(FOR UNIVERSITY USE ONLY)		
Degrees (University/ Month/Year/State) --B.S./B.A. Major(s): Minor(s)	Degrees (University/ Month/Year/State) -- M.S./M.A./M.Ed. Major(s):	Degrees (University/Month/Year/State) --Ed.D/Ph.D. Major(s):

This is to certify that the applicant has completed the requirements in the approved program for this license and that all information submitted is accurate:

_____ Signature of Institutional Officer	_____ Program Coordinator Title
_____ Terri Gass Printed Name of Officer	
_____ Utah State University College/University	_____ Date

UTAH STATE UNIVERSITY
APPLICATION FOR EDUCATOR LICENSE

Name _____ Date _____

College or Dept. _____ A# _____

At the end of _____ Semester _____ (year), the above person will have completed the requirements for the following Educator License in the State of Utah:

_____ **Basic Elementary Education**

Area of Emphasis: _____

Teaching Minor: _____

_____ **Basic Early Childhood Education**

Area of Emphasis: _____

Teaching Minor: _____

_____ **Dual-Elementary Education/Deaf Education**

_____ **Basic Secondary Education***

Composite Major: _____

Major (s): _____

Minor (s): _____

_____ **Basic Special Education**

___ Preschool

___ Visual Impairment

___ Severe

___ Mild/Moderate

_____ **Basic Communicative Disorders**

___ Audiology

___ Speech Pathology

_____ **School Psychologist**

_____ **School Counseling**

___ Intern Temporary

___ Level I

___ Level II

_____ **School Library Media**

_____ **Distance Learning**

ADVISOR: please list courses student still needs as of the date on this form in order to complete teaching major and/or minor:

MAJOR ADVISOR'S SIGNATURE _____

MINOR ADVISOR'S SIGNATURE _____

SECONDARY EDUCATION ADVISOR'S SIGNATURE _____

*All Secondary Education students must have three signatures: major advisor, minor advisor, and the secondary education advisor. Composite Majors need only their major advisor and the signature of the secondary education advisor (room 330, Ed Bldg).

Utah State University

EDUCATOR LICENSE APPLICATION INFORMATION DATA SHEET

FULL NAME : _____

Current Address: _____
(Street and Number)

(City) (State) (Zip Code) (Phone)

Permanent (Mailing) Address: _____
(Street and Number)

(City) (State) (Zip Code) (Phone)

EMAIL Address: _____

EMAIL ADDRESS IS MANDATORY. This is how you will be notified that you have been approved by USU to receive your Level I Educator License. Once you've received email notification from USU you will need to go online to pay the fee. The email will explain the process of fee payment.

Please list name, address, and phone number of a parent or someone who will always know where to reach you:

Name: _____

Address: _____
(Street and Number)

(City) (State) (Zip Code)

Phone Number (incl. area code): _____

OPTIONAL:

Check one: American Indian/Alaskan Native _____ Hispanic _____
Black _____ Asian/Pacific Islander _____ White (non-Hispanic) _____

OFFICIAL TRANSCRIPTS

An official USU transcript DOES NOT print classes from other universities. If you earned any credits at another institution that were applied to your USU degree, you must include an **official transcript** from that institution.

★★ Your Educator License application will be delayed at the State Office if any transcript is missing. ★★

Mail the transcripts to the following address:

EDUCATOR LICENSING
2800 OLD MAIN HILL
LOGAN UT 84322-2800

Please list *all* institutions from which transcripts have been ordered:

Institution	Office Use Only

RETURN THIS FORM WITH YOUR EDUCATOR LICENSE APPLICATION !!

EDUCATOR LICENSING PROGRAM EVALUATION

The College of Education is constantly evaluating its educator licensing programs and we need your feedback. Please be honest in this anonymous response. The information will be used in a confidential way to help improve our programs. Turn this form in to Room 103, Education Building, USU, UMC 2800.

- 1a. Degree completed: Elem Educ _____ Early Childhood _____ Spec Educ _____
 Sec. Ed. _____ (if Sec Ed, list major/minor)
 Major _____ Minor _____
 Audiology _____ Speech Language _____ Deaf Educ _____
 School Psychologist _____ School Counseling _____
 School Library Media _____
- 1b. Which USU Center did you receive the majority of your certification course?
 Main Campus (Logan) _____ Western Utah (Tooele) _____
 Uintah Basin (Roosevelt, Vernal) _____
 Southwestern, Price, Moab, Blanding, Monticello) _____
 South Central (Ephraim, Manti) _____ Northern (SLC, Brigham) _____

(If you are in Secondary Education, please direct your responses to the Secondary Education Department rather than your Major/Minor Department)

2. Evaluate the following:
- a. The teaching ability and effectiveness of the faculty was generally:
 1) ___ poor 2) ___ satisfactory 3) ___ excellent
 - b. The curriculum for the program was:
 1) ___ too flexible 2) ___ well planned 3) ___ too structured
 - c. The courses taken were generally:
 1) ___ not as demanding as expected in time and effort
 2) ___ well planned
 3) ___ too demanding in time and effort
 - d. The department's interest and commitment was:
 1) ___ marginal 2) ___ average 3) ___ enthusiastic
 - e. The **availability** of advising in this program was:
 1) ___ poor; impossible to find an advisor most of the time
 2) ___ satisfactory; adequate, but not outstanding
 3) ___ excellent; advising assistance was available always when needed
 - f. The **quality** of general program advisement was:
 1) ___ poor 2) ___ satisfactory 3) ___ excellent

Very Little Extensively

(circle one)

3. To what extent did the **Department**:

Keep you informed about requirements and deadlines	1	2	3	4	5
Keep your records straight	1	2	3	4	5
Encourage you to feel like part of a team effort	1	2	3	4	5
Provide opportunities to meet and talk to visiting professionals	1	2	3	4	5
Give you a clear picture of the opportunities in your chosen field	1	2	3	4	5
Inform you regularly of job openings in your field	1	2	3	4	5
Assist you in obtaining a job	1	2	3	4	5

4. To what extent did your **educational experience**:

Develop your ability to organize and present ideas	1	2	3	4	5
Expose you to innovative teaching methods	1	2	3	4	5
Provide you with useable research and writing skills	1	2	3	4	5
Improve your ability to communicate ideas	1	2	3	4	5

5. Which classes or experiences were most rewarding to you? (be specific) _____

6. Which classes or experiences were least rewarding to you? _____

7. Other comments or suggestions on improving the program _____

