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 Board 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 FIRST PAGE AND LAST PAGE (sub-scores) of your Praxis score MUST be included in your application packet. The Utah State Board 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 an email notification from USU you will need to go online to finish the process. The email will include the link to the Utah State Board of Education’s website where you will complete the recommendation.

ORDER OFFICIAL TRANSCRIPT(s):
☑ You must turn in an official USU transcript showing your degree posted. Please go to http://studentclearinghouse.org/ to request a transcript. If ordering before your degree has posted, make sure you check the box that says “hold until degree is awarded”. In order to be considered official, a paper transcript must be in a sealed envelope. Official electronic transcripts must come directly to Lisa Christensen at lisa.christensen@usu.edu from either the university or the clearing house.
☑ 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:
The Utah State Board of Education is no longer charging license application fees.

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 the following link and click on Background Check: https://secure.utah.gov/rlr/welcome.html

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 LISA.CHRIStENSEN@USU.EDU OR CALL (435) 797-1443.

***Before this office can recommend you for your Teacher Education License, you must have a GPA of 3.0 ***

*****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 paper transcripts sent to Special Education UMC 2865 NOTE: Electronic transcripts for Special Education students must be sent to cosette.brunner@usu.edu

********************************************************************
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.)

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<th>Full Name:</th>
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| 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): | □ Yes | □ No |
| Year Granted: |

| Have you ever had a credential revoked or suspended? | □ Yes | □ No |
| If yes, where? |

| Have you ever been convicted of violating any law, except minor traffic violations? | ☐ Yes or ☐ No |
| (Convictions for Driving Under the Influence of drugs or alcohol shall be reported.) | 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 Board of Education for appropriate licensure and professional development purposes. I also give permission for the university to submit my preservice test scores for licensure.

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

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| (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

Lisa Christensen

Printed Name of Officer

Utah State University

College/University

Co ordinator of Programs

Title

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 1-8  _____ Basic Early Childhood Education K-6
Area of Emphasis: ________________ Area of Emphasis: ________________
Teaching Minor: ________________ Teaching Minor: ________________

_____ Dual-Elementary Education/Deaf Education

_____ Basic Secondary Education*
Composite Major: ________________________________
Major (s): _____________________________________
Minor (s): ______________________________________

_____ Basic Special Education
_____ Preschool  _____ Severe
_____ Visual Impairment  _____ Mild/Moderate

_____ Basic Communicative Disorders
_____ Audiology  _____ Speech Pathology  _____ Deaf Educ

_____ School Psychologist

_____ School Counseling
_____ Intern Temporary  _____ Level I  _____ Level II

_____ School Social Worker

_____ School Library Media

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, EDUC Bldg).
Utah State University
EDUCATOR LICENSE
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 complete the recommendation. The link for the Utah State Board of Education will be included with the email.

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. ★★

NOTE: If you are ordering a transcript from a university in Utah, an electronic copy can be emailed to lisa.christensen@usu.edu

Mail paper 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:

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RETURN THIS FORM WITH YOUR EDUCATOR LICENSE APPLICATION !!
The College of Education is constantly evaluating its educator licensing programs and we need your feedback. Please be honest in the anonymous response. The information will be used in a confidential way to help improve our programs. Turn this form into EDUC 103 or mail to 2800 Old Main Hill, Logan UT 84322-2800.

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<td>1b. Which USU Center did you receive the majority of your certification course?</td>
<td>Main Campus (Logan)</td>
<td>Western Utah (Tooele)</td>
<td>Untah Basin (Roosevelt, Vernal)</td>
<td>Southwestern, Price, Moab, Blanding, Monticello</td>
<td>South Central (Ephraim, Manti)</td>
<td>Northern (SLC, Brigham)</td>
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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
3. To what extent did the **Department**:

Keep you informed about requirements and deadlines

Keep your records straight

Encourage you to feel like part of a team effort

Provide opportunities to meet and talk to visiting professionals

Give you a clear picture of the opportunities in your chosen field

Inform you regularly of job openings in your field

Assist you in obtaining a job

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

Develop your ability to organize and present ideas

Expose you to innovative teaching methods

Provide you with usable research and writing skills

Improve your ability to communicate ideas

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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