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 your Educator License. Background checks completed after July 1, 2015 are valid for a period of five years before licensure. If you had a background check done before July 1, 2015, it is valid for 3 years. 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/elr/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.)

Full Name: (Last) (First) (Middle) (Maiden 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): □ 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? (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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<td>License Area</td>
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(FOR UNIVERSITY USE ONLY)

Degrees (University/ Month/Year/State) -- B.S./B.A. Degrees (University/ Month/Year/State) -- M.S./M.A./M.Ed. Degrees (University/Month/Year/State) -- Ed.D/Ph.D.

Major(s): Minor(s)

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
Program Coordinator
Title
Date
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:

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<tr>
<th>License Type</th>
<th>Area of Emphasis</th>
<th>Teaching Minor</th>
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<tbody>
<tr>
<td>Basic Elementary Education</td>
<td>1-8</td>
<td>Area of Emphasis:</td>
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<tr>
<td>Basic Early Childhood Education</td>
<td>K-6</td>
<td>Area of Emphasis:</td>
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<tr>
<td>Dual-Elementary Education/Deaf Education</td>
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<tr>
<td>Administrative/Supervisory Certificate</td>
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Basic Secondary Education*

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<tr>
<th>Composite Major:</th>
<th>Major (s):</th>
<th>Minor (s):</th>
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Basic Special Education

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<tr>
<th>Preschool</th>
<th>Severe</th>
<th>Visual Impairment</th>
<th>Mild/Moderate</th>
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Basic Communicative Disorders

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<tr>
<th>Audiology</th>
<th>Speech Pathology</th>
<th>Deaf Educ</th>
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School Psychologist

School Counseling

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<tr>
<th>Intern Temporary</th>
<th>Level I</th>
<th>Level II</th>
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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:

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<th>Course</th>
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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).
FULL NAME: ______________________________________________________________

Current Address: __________________________________________________________

__________________________________________  (Street and Number)

________ (City)  ____________ (State)  ________ (Zip Code)  ________ (Phone)

Permanent (Mailing) Address: ______________________________________________

__________________________________________  (Street and Number)

__________________________________________  (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)

__________________________________________  (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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<th>Institution</th>
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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 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.

1a. Degree completed: Elem Educ (1-8) _______ Elem Educ (K-6) _______ Early Childhood _______ Spec Educ _______ Sec. Ed. _______ (if Sec Ed, list major/minor) Major _______ Minor _______.
   Major: Audiology _______ Speech Language _______ Deaf Educ _______
   Minor: School Psychologist _______ School Counseling _______
   School Library Media _______ Administrative/Supervisory _______
   School Social Worker _______

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
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  
   [circle one] Very Little 2 3 4 5 Extensively

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 useable research and writing skills  
Improve your ability to communicate ideas  
   [circle one] Very Little 2 3 4 5 Extensively

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
   ________________________________
   ________________________________
   ________________________________