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 ETHICS REVIEW:
The Utah State Board of Education requires that you complete a Utah Educator Ethics Review at the following link: [https://secure.utah.gov/elr/eee/index.html](https://secure.utah.gov/elr/eee/index.html), within one calendar year of being recommended in CACTUS for a Utah Educator License. You can check the date you completed the Utah Educator Ethics Review for your student teaching license in your my.uen account [https://my.uen.org/myuen/guest/1](https://my.uen.org/myuen/guest/1) so you can determine if you will need to retake it.

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](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.)  ☐ Yes ☐ No  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.

Educator’s Signature:

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

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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):  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:

Program Coordinator  Signature of Institutional Officer

Lisa Christensen  Title

Printed Name of Officer  Utah State University

College/University  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:

_____ Basic Elementary Education 1-8
   Area of Emphasis: ___________________________
   Teaching Minor: ___________________________

_____ Basic Early Childhood Education K-6
   Area of Emphasis: ___________________________
   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 !!**

9/17
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 _______
   Audiology _______ Speech Language _______ Deaf Educ _______
   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

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Keep your records straight

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Encourage you to feel like part of a team effort

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Provide opportunities to meet and talk to visiting professionals

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

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Inform you regularly of job openings in your field

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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

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Expose you to innovative teaching methods

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Provide you with useable research and writing skills

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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

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

9/17