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 FIRST PAGE AND LAST PAGE (sub-scores) 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 an 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. 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 the clearinghouse.

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:

- $40 (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 $40 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) your application will be returned to you with fee payment information.

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.

SURVEY SHEET:

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

**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:

*GPA > 2.75 if admitted to teacher education before January 1, 2015
*GPA ≥ 3.0 if admitted to teacher education after January 1, 2015

*****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: all electronic transcripts should be sent to cosette.brunner@usu.edu.

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# Educator License Application

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.)

<table>
<thead>
<tr>
<th>Full Name: (Last)</th>
<th>(First)</th>
<th>(Middle)</th>
<th>(Maiden Name)</th>
<th>Date:</th>
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<tr>
<th>Mailing Address for Delivery of License (Including City, State &amp; Zip)</th>
<th>Social Security #:</th>
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<tr>
<th>Sex:</th>
<th>Ethnic Background*:</th>
<th>Citizenship:</th>
<th>Place of Birth:</th>
<th>Date of Birth:</th>
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<tr>
<th>Previous Utah Educator License (If Any):</th>
<th>Yes</th>
<th>No</th>
<th>Year Granted:</th>
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<th>Have you ever had a credential revoked or suspended?:</th>
<th>Yes</th>
<th>No</th>
<th>If yes, where?</th>
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<th>Have you ever been convicted of violating any law, except minor traffic violations?</th>
<th>Convictions for Driving Under the Influence of drugs or alcohol shall be reported.</th>
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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:

*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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<th>Degrees (University/ Month/Year/State) -- B.S./B.A.</th>
<th>Degrees (University/ Month/Year/State) -- M.S./ M.A./M.Ed.</th>
<th>Degrees (University/Month/Year/State) -- Ed.D/ Ph.D.</th>
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<td>Major(s):</td>
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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
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_______ K-6 _______

Area of Emphasis: ____________
Teaching Minor: ______________

_____ Basic Early Childhood Education

Area of Emphasis: ____________
Teaching Minor: ______________

_____ Dual-Elementary Education/Deaf Education

_____ Administrative/Supervisory Certificate

_____ 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 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).
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. ★★

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

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:

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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 _______  
   Audiology _______ Speech Language _______ Deaf Educ _______  
   School Psychologist _______ School Counseling _______  
   School Library Media _______ Administrative/Supervisory _______  

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 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 ________________________________

________________________________________________________________________________________

________________________________________________________________________________________