



## 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** page 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:**

☞ **\$55** (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 \$55 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 \$55.* 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](http://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.

**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](mailto: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

<b>To be filled out by Student</b> (Please type or print in <b>Black</b> ink using a medium point pen and complete <b>ONLY</b> 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. <b>If a background check reveals that you have made false statements, your license may be revoked.</b>				
<b>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.</b>			<b>Educator's Signature:</b>	

\*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.	Degrees (University/ Month/Year/State) -- M.S./ M.A./M.Ed.	Degrees (University/Month/Year/State) --Ed.D/ Ph.D.
Major(s):	Major(s):	Major(s):
Minor(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 \_\_\_\_\_ Severe  
\_\_\_\_\_ Visual Impairment \_\_\_\_\_ 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_