Teacher Education Licensure Checklist

Name Last: ___________________________ First: ___________________________ Middle: ___________________________ Date of Birth: ___________________________

Student ID #: (W#) ___________________________ Cactus/Social#: ___________________________ Phone Number: ___________________________

Address: _______________________________________________________________________________________________________________

Major(s): ___________________________ Licensing Area(s) MED ONLY ___________________________ ________________

Minor(s)/Endorsement(s): ___________________________________________________________________________________________________

WSU Student Email: ____________________________________________________________

*Have you been issued a Utah Teaching License Before? YES_____NO_____

*If you have been issued a Utah Teaching License before, you MUST fill out the USOE Recommendation form and include a check payable to USOE in the amount of $55.00 along with your licensure application materials.

Please complete the following checklist to facilitate licensing recommendation. Then sign and date at the bottom.

1. Indicate when you are graduating/licensing: ____ Spring _____ Summer _____ Fall _____ Year
   • Type of degree you are receiving: ____BS _____ BA ____BME ____BFA _____ Other (please specify)

2. Complete and submit the following documents:
   ____ A. Teacher Education Licensure Checklist (this page).
   ____ B. Copy of your Praxis II test scores and sub-scores. Test(s) #: ___________________________
       Name of Test(s) Taken: ___________________________
   C. Official transcripts are required if your Bachelors degree was obtained at an institution other than Weber State University.
       If applicable, please indicate where you received any other bachelor’s degrees: ___________________________
   ____ D. *IF APPLICABLE, include the USOE Recommendation Form and $55.00 Check payable to USOE. (See note above).

3. Submit completed licensure packet (Items A – C and D if applicable) during the seminar class or to the Teacher Education Advisement Center (ED 230).

If all documents are in order, you will receive an email from the Licensure Specialist approximately six weeks after graduation letting you know that you will need to go the USOE site: http://www.utah.gov/teachers to finish the process and pay your $40.00 application fee on-line.

My signature will verify I have completed all of the above and to my knowledge am eligible to receive recommendation for teacher licensure from Weber State University. I understand that the licensure process takes approximately two months to process and in order to receive my license I will need to submit my fees on-line to USOE. I will receive an email that will include my license as an attachment. It will be my responsibility to print out a copy of my license. I also understand the Teacher Education Department cannot recommend me for licensure until my degree has posted and I have successfully passed the Praxis II test(s) in my content area(s).

_____________________________  ___________________________  ___________________________  ___________________________
Student Signature  Date  Initials of  Date
Licensure staff

03/21/2014