

# Teacher Education Licensure Checklist

Name Last: \_\_\_\_\_ Maiden if applicable: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Student ID #: (W#) \_\_\_\_\_ Cactus/S.S#: \_\_\_\_\_ Phone (cell) Number: \_\_\_\_\_

WSU Student email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s) Endorsements: \_\_\_\_\_

Licensing Area(s) GCT Only \_\_\_\_\_

Please note: If you have been issued a Utah Teaching License before, you need to fill out the USBE Recommendation form. More details can be provided by emailing [broganstampick@weber.edu](mailto:broganstampick@weber.edu)

## Please complete the following checklist to facilitate licensing recommendation and sign/date at the bottom

1. Indicate when you are graduating/or licensing: \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Fall \_\_\_\_\_ (Year)

- Type of degree you are receiving: \_\_\_\_ BS \_\_\_\_ BA (If other, please specify) \_\_\_\_\_

2. Complete and submit the following documents:

\_\_\_\_ A. Teacher Education Licensure Checklist (this page)

\_\_\_\_ B. A copy of your passing Praxis II test scores and sub-scores: Please verify these are in your Cactus Account with USBE as well as the Teacher Ed. Student Portal database

Test(s) taken \_\_\_\_\_

3. Submit completed licensure checklist 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 Teacher Education Advisement Center staff approximately six weeks after graduating (this will be slightly sooner with GCT students) letting you know that you will need to go to the USBE site: <http://www.utah.gov/teachers> to finish the process.

*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 complete the on-line licensing through UBSE. <https://secure.utah.gov/elr/welcome.html> 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 understand the Teacher Education Department cannot recommend me for licensure until my degree has posted (this does not apply to GCT students) and I have successfully passed the Praxis II tests(s) in my content area(s).*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials of  
Licensure staff

\_\_\_\_\_  
Date