

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: _____

GCT Only: Licensing Area _____ Endorsement area(s) if applicable _____
(Please attach completed endorsement forms for any endorsement you are pursuing)

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 denisewright@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 and I have successfully passed the Praxis II tests(s) in my content area(s) if applicable.

Student Signature

Date

Initials of
Licensure staff

Date