

# GCT Licensure Checklist

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

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

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

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

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

GCT Program of Study \_\_\_\_\_ \*\*Endorsement area(s) if applicable\*\* \_\_\_\_\_

**\*\*It is the student's responsibility to complete the Endorsement Forms and have them verified by the content area representative BEFORE requesting licensure.\*\*** The following is a link to the USBE Endorsement page: <https://www.schools.utah.gov/licensing/endorsements>.

## 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)

2. Complete and submit the following documents:

\_\_\_\_ A. GCT Licensure Checklist (this page)

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

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

\_\_\_\_ C. A copy of your full PPAT report, if required.

\_\_\_\_ D. A copy of your Foundations of Reading score report, if required.

\_\_\_\_ E. Ensure that USBE has an official copy of all Undergraduate transcripts and any additional transcript with Endorsement coursework. ([transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov)). Note that it can take up to 72 hours for transcripts to process once at USBE. Confirm receipt at same address after 72 hours.

3. Submit all documents to [tedadvising@weber.edu](mailto:tedadvising@weber.edu).

If all documents are in order, you will receive an email from the Teacher Education Advisement Center staff approximately six weeks after graduating letting you know that you will need to go to the USBE site: <https://usims.schools.utah.gov/> 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://usims.schools.utah.gov/> 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), as required by USBE.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date