

Teacher Education Licensure Checklist

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

Student ID #.(W#): _____ Cactus/Social Security #: _____ Phone Number: _____

Address: _____

Major(s): _____ Licensing Area(s) (MED ONLY): _____

Minor(s): _____ Specialization area for ELEM or SPED: _____

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 (<http://www.weber.edu/wsuiimages/COE/tedadvise/USOELicensureApplication.pdf>) and include a check payable to USOE in the amount of \$85.00 along with your licensure application materials.***

Please complete the following checklist to facilitate licensure 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. If your bachelor's degree was obtained at an institution other than Weber State University, please include transcripts and indicate where you received your bachelor's degree(s): _____

____ D. ***IF APPLICABLE**, include the USOE Recommendation Form and \$85.00 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 Teacher Education Department **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 \$60.00 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
Licensure staff

Date