

Hi all,

Welcome to the wonderful world of Relicensure!! I just wanted to send out some information prior to the start of our relicensure course.

Please complete the following things and bring all necessary paperwork with you on Monday, April 23rd. We begin at 7:30 am, a light breakfast will be served. We have a lot to cover in the 30 minutes I have with you, so please be prompt. You will need a parking pass for the A2 lot on campus. This can be picked up at the Parking Services building. You may pay by the day or for the week.

1) I hope that each of you have contacted Brandie Schulz at the state office of education to verify the number of licensure points and any additional requirements you need to renew your license. If not, please do so immediately.

2) Please go online to the USOE License renewal site <http://www.schools.utah.gov/cert/require/renewal/renewal.htm> and select on the appropriate link which corresponds with your license renewal level. Please read through all of the requirements and complete the personal information section at the top and print out the appropriate renewal form. You may leave the points blank as we will fill those in together in class. You will need to bring this with you to class on Monday.

3) You will notice that everyone is required to complete a USOE background check prior to being relicensed. If you have previously been fingerprinted for a school district or private school, THIS IS NOT sufficient. You will need to complete the USOE background process so that the state office owns your results. To verify if you have a current USOE background, go to www.utah.gov/teachers. If you do not have a current background check, you will be able to complete the entire process and pay the \$69 fee. Please be sure you **print out the letter of authorization and bring it with you to class on MONDAY**. In order to complete the background check process, you will **also need to complete and bring the attached personal information form and a check for \$20 payable to WSU Livescan on Monday**.

For those of you who need to complete a background check, we will provide the opportunity during lunch Tuesday and Wednesday for you to be fingerprinted. If you would like step by step instructions for how to complete each screen on the USOE website, please visit <http://www.weber.edu/fingerprinting/USOE.html> It works well to print out this page.

4) In order to speed up our housecleaning time on Monday morning, **please email me the following information no later than Friday before start of class: address, phone, licensure area (elementary, secondary, early childhood, special education) and the license level you are renewing. My email is mnimer@weber.edu**

Thank you for joining us. I know you will enjoy the week! Remember this is a Master's level course. There will be homework. However, most larger assignments will be due the week after class ends.

I will see you all on Monday!!
Michelle