NON ELECTRONIC PROCESS—FOR THOSE WHO ALREADY HAVE A LICENSE

STUDENT LICENSURE PACKET AND PROCEDURES CHECKLIST

(This form must be completed and signed by an authorized officer at a Utah University/College to recommend a candidate who has existing Utah Professional Educator Teaching License for an additional license area and/or endorsement.)

1. Complete the form “University/College Licensure Recommendation Application Document”
   - All information on this application must be completely filled out unless marked “USBE USE ONLY” or “University Only”
   - Please print clearly in black ink, or use a large font if typing
   - Please note: Licenses will be mailed to the address on the application and will not be forwarded. If there is an address change, it is the responsibility of the student to contact the USBE with the new address.
   - Cactus number is required on the application

2. Please submit a hard copy of Praxis test (5354)
   Students who have taken the Praxis II test must submit the Praxis scores not only to the USBE, but the student must also print out the three-to-four page Praxis II test results form and submit it to the Department of Special Education. The official score report will be available to the student on the score release date through the student’s My Praxis Account. Online scores are downloadable for only 45 calendar days. After 45 days, online scores will no longer be available; the student will then need to request additional score reports for a $40 fee (per request). We HIGHLY RECOMMEND SAVING A COPY OF THE SCORE REPORT FOR FUTURE REFERENCE. The qualifying score for the 5354 Test is 160 or above. If you have any questions, please contact Patty Davis at 801-581-4764.

3. Attach a $55 personal check for a license or $25 for an endorsement, payable to the “Utah State Board of Education” or “USBE”

10/18/16