ON-LINE PROCESS
STUDENT LICENSURE PACKET CHECKLIST AND PROCEDURES

On-line process applies to:

(a) Initial License (Track I) Students

(b) Students who have taken the Praxis II test – The student 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.

(c) Students who have a cleared background check – Student must provide verification of a “cleared” background check to the Department advisor.

SPECIFIC INSTRUCTIONS:

1. Complete the form Educator License Application:
   - 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: Birth name refers to maiden name
   - Please note: The student is required to write a “yes” or “no” for the question regarding prior conviction. “Yes” must be written even if the record was expunged.
   - Please note: If the student does not sign the application in the “Educator’s Signature” box, the application will not be processed
   - 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. After completing the Praxis test, the student must make sure to check the Praxis website often in order to access the scores on the score release date.
   - Download scores and print out two hard copies (one for personal file and one for the Department of Special Education to be submitted with Educator License Application)
   - Request the official scores of the Praxis (#0354 paper-based or #5354 computer-based) be submitted to the Utah State Board of Education (USBE)
   - The qualifying score required for the Praxis II test is 160. If it is below 160, the “on-line” process is not currently set up to allow for the issuance of conditional licenses, which is what the student will receive if he/she did not make the qualifying score. As a reminder, students who receive a conditional license have three years to retake the appropriate Praxis test and make the qualifying score.

3. Submit the application to the Department advisor, who will then attach a letter of recommendation signed by the Program Coordinator of the area of study, as well as the Department Chair. The application is then submitted to the Urban Institute and forwarded to the USBE – It may take several weeks to process the application. The student can check the status of the license on the CACTUS database through (www.uen.org).

4. Once the “on-line” recommendation is successfully submitted, the department and the student will be notified that the student has been recommended for licensure. Information will then be given to the student regarding the procedure to access the USBE website to pay for the license. The student will pay on-line with a credit card.

5. Once the license fee has been paid, the student will immediately have access to print the license

6. If a student cannot be recommended using the “on-line” process, the “non-electronic” process will be used. The paperwork will be returned to the Department. The Department will then ask the student for the appropriate personal check for processing. Once the personal check is obtained from the student, the advisor will forward the completed application packet to UITE for processing. 10/20/16