

## Department of Special Education Licensure Information

Following completion of all course, program, and degree requirements, students will be recommended for their Utah Professional Teaching License by the Department of Special Education at the University of Utah.

In order to be considered for a licensure recommendation, candidates must have completed the following:

- Be awarded, or previously have been awarded, a Bachelor's Degree.
  - Students in the U of U Special Education undergraduate program can expect their degrees to post approximately one month after graduation. Undergraduate students cannot be licensed prior to the awarding of their Bachelor's degree.
  - Students who already hold a Bachelor's degree and are pursuing either a license only program or a Master's degree with licensure can be recommended for their teaching license once all licensing requirements are completed.
- Appropriate Application Form.
  - An application form must be completed by the student and returned to the Special Education Department Advisor.
    - Students seeking a first license are considered to be "Initial" applicants.
    - Students holding a license in another teaching area, such as Secondary or Elementary Ed, are considered to be "Second Licensure" applicants.
      - Students holding a K-12 SP ED license, but are pursuing a Birth-Age 5 license are also considered to be "Second Licensure" applicants and vice versa, because of the different age groups attached to each license.
    - Students holding a K-12 SP ED license, and are seeking another K-12 endorsement in SP ED are considered to be "Endorsement" applicants.
      - These applicants work directly with the Utah State Board of Education through the application process vs. the Department of Special Education. See the Special Education Department Advisor with questions.
- Praxis II Exams.
  - Scores from the Praxis II (#5354) test need to be submitted to the Special Education Department Advisor prior to a licensure recommendation.
    - **Note: Praxis scores are not sent to the University by the testing company, thus students are responsible for sending their scores to the Special Education Department Advisor.**
  - A licensure recommendation requires the full three page score report with a passing score of 160 or higher for the PRAXIS #5354 test.
    - The PRAXIS #5354 test is the preferred test for licensing. However, see the Special Education Department Advisor if you have questions regarding other PRAXIS tests that can be used for a licensure recommendation.
- PPAT Assessment.
  - Effective starting August 1, 2021 all "Initial" licensure students are required to complete the PPAT Assessment test from ETS.
  - The PPAT assessment consists of four tasks, which focus on differentiation of instruction and the decision-making process through evaluating test takers on their abilities to impact student learning, demonstrating that they have the basic pedagogical content knowledge and application for the classroom to begin teaching as an entry-level teacher.
  - Find information about the registration process, including submission dates, deadlines and fees: [Registering for the PPAT Assessment](#).
    - PPAT scores may not be sent to the University of Utah by the testing company,

**thus students are responsible for sending their scores to the Special Education Department Advisor.**

- **The required passing score for PPAT is to be announced by USBE, there is no current established cut-off/passing score for the PPAT test as per USBE policy.**

- <https://www.ets.org/ppa/test-takers/teachers/scores/understand/passing-scores>

- Educators Ethics Review and Quiz.
  - Students must take the online quiz prior to receiving their license. This should be completed prior to the start of a student's Student Teaching semester and is good for 12 months.
  - The Educators Ethics Review and Quiz can be found at [www.utah.gov/teachers](http://www.utah.gov/teachers). **Students must forward their confirmation of passing the Ethics Review & Quiz to the Special Education Department Advisor.**
- Current Background Check.
  - Students must have completed and cleared a federal background check with the Utah State Board of Education.
  - Background checks through USBE are good for five years.
    - If clearance has expired prior to recommendation, the student must renew the background check.

**\*\*All materials required for licensure (Application, PRAXIS, Ethics Review, and Background) should be submitted to the Special Education Department Advisor before a student completes their Student Teaching semester, so there is no delay in the process of recommending the student for licensure.\*\***

- Posting of Licenses.
  - Once a complete application for licensure is received by the Special Education Department Advisor (initial and second licensure applications only) a preliminary review and approval takes place of the recommendation. Following the Special Education Department's approval, a licensure application is then sent to the College of Education Dean's Office for the final review and approval. When a license recommendation receives both of the above needed approvals it is then sent to the Utah State Board of Education for processing.
    - It may take several weeks to process a licensure application. A student can check the status of their license on the CACTUS database through ([www.uen.org](http://www.uen.org)).
  - Initial licensure applicants will be notified by the College of Education via email that their license has been processed and posted by the Utah State Board of Education.
    - Information will be included in the email regarding the procedure to access the USBE website and copy of their new license.
  - Second licensure applicants are not notified by the College of Education via email that their license has been processed and posted by the Utah State Board of Education.
    - Students will need to be diligent in checking the status of their license on the CACTUS database.
  - Endorsement applicants do not apply for a new endorsement via the Department of Special Education. Instead, applicants work directly with the Utah State Board of Education, submitting all required documents to their Office for processing.
    - The Special Education Department Advisor can be used as a resource for locating the correct application, etc.