

INITIAL TEACHER LICENSURE PACKET AND PROCEDURES CHECKLIST:

(All materials are to be submitted to your departmental advisor – it may take several months to process your application and you can check your license status on the CACTUS database through www.uen.org)

INSTRUCTIONS:

___ 1. Complete the form **Educator License Application, or Educator License Application for Post-Baccalaureate Programs:**

- * All information on this application must be completed filled out unless marked "USOE Use Only" or "For University Only", and return to the PETE Program at the U.
- * Please write clearly, in black ink, or use a large font if typing – this document is scanned at the USOE
- * Please note: Birth name means maiden name.
- * Please note: You must write a "yes" or "no" on the question regarding prior convictions. You need to write "yes" even if your record was expunged.
- * Please note: if you do not sign the application in the "Educator's Signature:" box, it cannot be processed.
- * Please note: Licenses will be mailed the address on your application and will not be forwarded. If you move, it is your responsibility to contact the USOE with your new address.

___ 2. Visit utah.gov/teachers, follow all the prompts starting with 'University Recommendations' and pay the \$55 online to get your initial license.

___ 4. Please complete the **Statistical Information Form** as required by the USOE.

___ 5. Fingerprinting clearance is considered current for a total of three years. If your fingerprinting has gone past this date, you will need to go through the fingerprinting process again. This process can take anywhere from 8 to 12 weeks or sometimes longer....if you have to do the background check again, go to utah.gov/teachers, follow the prompts, the current cost for fingerprinting right now is \$69.

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