

College of Education & Human Development

Teacher License Application

For your Professional Teaching License, please complete the following:

Last name First name Middle Initial Maiden

Address City State Zip

Cell or contact phone # including area code _____

Email Address (*where you can be contacted after graduation*) _____

T# _____ Date of Birth _____

Elementary or Secondary (*Majors/minors*): _____

Dual License/Endorsement (SPED, K-8 Math, etc.): _____

Catalog Year (*if known*): _____

Semester and year of graduation*: _____

**If you don't graduate on this date, please contact the Licensing Coordinator and advise her of your new graduation date (semester and year).*

Timeline for Licensing – License recommendations to the USBE cannot be made until the Registrar's Office posts your degree. Typically, license recommendations begin approximately three weeks after graduation exercises. Common situations that can postpone recommendation for licensure include:

- Expired background checks
- Praxis and/or PPAT scores not being on file with the USBE
- Failure to take or pass the required Praxis and/or PPAT tests
- "C-" or below grades in program/major

It is your responsibility to ensure that these items are current or taken care of.

Please contact Katie Guest, Licensing Coordinator, at (435) 586-7800, via email at katiegroves@suu.edu, or stop by Education 338A with any questions.

See back for more information.

Applicant Signature: _____ **Date:** _____

THINGS TO KNOW REGARDING THE PATH TO TEACHER LICENSURE

Monitoring Your Academic Progress

It is extremely important that you maintain contact with your Academic Advisor and monitor your degree progress in DegreeWorks through your mySUU Portal. Students have often been alarmed to discover that they are missing credit hours and/or required coursework for their declared degree just prior to graduation. In order to avoid such an occurrence, it is not only your responsibility but in your best interest to routinely monitor your progress using both DegreeWorks and your advisor. This routine monitoring may turn up issues that can be rectified prior to graduation and licensing that will save you a great deal of headache and stress.

Student Teaching

All Student Teaching assignments will be made by the Director of Field Services in the College of Education. Outside assignments or arrangements will not be accepted. Prior to being assigned a Student Teaching position, all Elementary and Secondary Education students will be required to take and pass the necessary Praxis Content exams respective to their degrees. **NO EXCEPTIONS!**

Praxis Exams

As a student you are responsible for ensuring that you register for the correct Praxis exam required for your Major(s) and/or Minor(s) and that Praxis exam scores are sent to the USBE and to SUU. Please check with your advisor to see what tests are required. In some cases, license recommendations are delayed as students failed to have their Praxis scores sent to the USBE.

Performance Assessment Test

All Education students will be required to complete and pass a prescribed Performance Assessment test that will take place during your student teaching placement. Failure to pass any section of the Performance Assessment will require you to retake that and pass that section. License recommendations will not be submitted to the state until a passing score is received. **NO EXCEPTIONS!**

Expired Background Checks

Background checks remain current for five years. Should your background check expire prior to recommendation for licensure, you will be required to re-initiate the check so that it is current. It will be your responsibility to inform the Licensing Coordinator when you receive the re-approved background check so the licensure recommendation can be made to the USBE.

CACTUS ID

CACUS, the Comprehensive Administration of Credentials for Teachers in Utah Schools, is a database maintained by the state consisting of teacher credential information. It is your responsibility to ensure you have registered with my.uen.org and create a login for CACTUS, which in turn creates your CACTUS ID. The CACTUS ID will be required by the USBE, in place of your Social Security number in managing your credentials online. Do not lose the CACTUS ID number. Keep it with your other education records.

Credential Files

Credential Files are an important way to assist you when seeking teaching positions. School districts will often request a copy of the teacher candidate's credential file prior to hiring. Credential files are kept in the College of Education's Dean's Office and consist of student teacher evaluations, admissions documents, and praxis scores. Files can be requested in writing to Katie Guest at katiegroves@suu.edu.

Applicant Signature: _____ **Date:** _____