APPLICATION FOR
ADULT EDUCATION
CTE-APP LICENSE/ENDORSEMENT

This license/endorsement is for individuals holding a post-secondary degree seeking employment solely in Adult Education

Documentation must be attached to verify applicable course work and requirements

Last Name	First Name	Middle Name	Date	CACTUS ID # or SSN#

Home Address	City	State	Zip	Work Phone

E-mail Address	Home Phone

I am seeking employment with:
(School/Adult Education Program)_____(District)_____

Post-Secondary Degree(s) held: _____

Education

If additional space is needed, please attach a separate sheet of paper. Transcripts must be attached to verify degree.

Name of School	From		To		Graduation Year	Degree	Major/Minor/Composite
	Mo.	Yr.	Mo.	Yr.			

References

Teaching and/or Employment

Name	Address	Position	Phone Number

Adult Education CTE-APP License/Endorsement is authorized under Utah State Board Rule R277-518 Career and Technical Education Licenses and is issued for employment solely in Adult Education.

Pre-Requisites
1. Person seeking an Adult Education CTE-APP License/Endorsement is responsible to obtain a position in a *Northwest-accredited* adult education program. **2. Provide proof of post-secondary completion (i.e., OFFICIAL college transcript detailing classes as well as a statement of date and degree awarded).** **3. Submit the Adult Education CTE-APP License/Endorsement Application for approval to the USOE state coordinator of Adult Education Services with applicable licensing fee.**

Signature of Applicant	Date
X	

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License Recommended:	☐ Level 1 CTE/APP ☐ Level 1 CTE ☐ Level 2 CTE	
Approved for Adult Education Endorsement:	☐ Yes ☐ No	Comments:

Signature of State Adult Education Coordinator	
Signature	Date:
Submit completed application, official transcripts or other documentation and a check to: **Stephanie Ferris, USOE Educator Quality and Licensing,** **250 East 500 South** **P.O. Box 144200** **Salt Lake City, UT 84114-4200** **Phone: 801-538-7752** **License fee: $40.00 Payable to Educator Quality and Licensing.**	

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