CHECKLIST OF MINIMUM REQUIREMENTS
FOR **DISTANCE LEARNING ENDORSEMENT**
(INSERVICE/COLLEGE COURSE WORK/DEMONSTRATED COMPETENCY)

Name_____ School_____

SS#_____ District_____

Major_____ Minor_____ Date of Evaluation_____

Phone(s): Home:_____ Work:_____

Email Address: _____

Applicant must have a current Educator License with an Elementary or Secondary area of concentration.

☐ FOR ENDORSEMENT (must complete all requirements) **OR**
☐ FOR STATE APPROVED ENDORSEMENT PLAN (2 YEAR) (**must have current license, be currently teaching in the endorsement area and have 9 semester credits toward endorsement**).

Date Submitted: Date Reviewed:

A Distance Learning Endorsement will be added to a license provided that the educator has met the following:

Boxes with an "X" indicate the minimum requirement within each level has been met.

[ ] 1. A Utah Professional Educator License with Early Childhood, Elementary, Secondary or Applied Technology areas of concentration for teaching in any grades K-12.

[ ] 2. A specialized professional preparation from an accredited college or university consisting of 16 semester hours in the area of distance/technology education. The 16 hours shall consist of:

a. *An Introduction to Distance Learning*. Examines the definition, scope, and context of distance education especially as it relates to K-12 environments. Also explores the philosophical and theoretical foundations, historical development, and current trends in distance education.

b. *Technologies and Tools for Distance Learning*. Explores the range of delivery systems and models. Participants learn to use a variety of tools such as hypermedia, hypertext, and multimedia, and computer conferencing software for remotely accessing information, creating visuals, and developing distance learning materials.

c. *Learning and Teaching at a Distance*. Focuses on the issues of learning and teaching at a distance. Participants study the needs of distant learners and develop strategies of effective practice for supporting and facilitating learning at a distance.

d. *Developing Distance Instruction*. Explores models and approaches to distance instruction. Participants apply a systems model in designing, developing and evaluating instruction for distant learners. A practicum covering classroom or online distance learning techniques (utilizing any current distance learning technology) shall be included.

[ ] 3. Successfully participated in a Distance Education Faculty Training Workshop conducted by the Utah State Office of Education and the Utah Education Network. (20 hours, including hands-on technical training and a 10-minute mini-lesson taught over Utah's EDNET system), within the last three years. Attach a copy of your EDNET Facility Training Certificate - issued by the USOE.

For more information contact: Kathy Webb
Kathy.webb@schools.utah.gov
Educational Technology Coordinator
Teaching and Learning
Utah State Office of Education

Complete the following as you apply for a Distance Education Endorsement:

Complete the following:

- Attach a copy of your transcript(s) and highlight corresponding classes.
- Attach a copy of your EDNET Faculty Training Certificate issued by the USOE.
- Include a check for $25.00 processing fees. **(For the SAEP application the $35 fee is to be paid by the district or charter school.)**
- Mail to:

  Utah State Office of Education

  Teaching and Learning – Endorsements

  250 East 500 South

  P O Box 144200

  Salt Lake City, Utah 84114