Application for the Utah State Office of Education Reading Endorsement Level 2

Reading Endorsement 2 may be attached to an Educator License with an Elementary, Secondary, or Special Education area of concentration.

Applicant Information

Name_____ Date application submitted _____

Cactus ID _____ Email _____

District_____ School _____

Major _____ Minor _____

Home Address: Street _____

City _____ Zip Code _____

Home Phone _____ Work Phone _____

University and Professional Development Courses Approved by USOE

1. Courses are to be a minimum of three semester hours.
2. Courses are to be graduate level.
3. Courses are to be taken within five (5) years of the date of this application.
4. On-line courses will be accepted (see Page 3 for more information).
5. University courses are reviewed and approved by agreement with USOE.
6. Professional Development courses (e.g. those offered by NUCC, CITES, SUTEC, etc.) must be pre-approved by USOE and entered in CACTUS or OnTrack.

Instructions for Completing the Application

1. You must have the Reading Endorsement 1 to apply for the Reading Endorsement 2. You may apply for both at the same time.
2. For university courses, attach original transcripts (internet transcripts are not acceptable), with the courses highlighted. In some cases, the university course name on the transcript is non-specific, e.g. "Special Topics in Education," or "Language Arts." If this is the case, submit either a syllabus from the course or a letter from the instructor or department verifying that the course meets the requirement.
3. For professional development courses, attach a copy of the CACTUS or OnTrack report, with the courses highlighted.
4. On the following page (Page 2), for each of the three requirements, indicate the courses you have completed that satisfy each of the requirements. If the course name and number are not an exact match to those listed on the left (the pre-approved courses) check "other," and record in the box on the right the course you wish to substitute. This includes approved courses offered by NUCC, CITES, SUTEC, etc.
5. Please read the Frequently Asked Questions document on the web site.
6. Mailing and fee information is found on Page 3.

Put a check next to the course that appears on your transcript. **Complete the boxes only if *"Other"* is checked.**

1. Research in Reading

____BYU – T ED 627, Research in Literacy
____SUU - EDRG 6385, Research in Reading
____U of U - T&L 6712, Reading Research
____USU - TEAL 6360, Research in Reading
____WSU - MED 6355, Research in Reading
____Westminster - MED 650, MED 677, MED 679, Research in Reading
____*Other-Complete the box at the right*

Name of course _____
Date completed_____ #Hours_____
Sponsoring agency_____
Documentation attached (e.g. Cactus printout)_____

2. Supervision of Literacy Programs

____BYU – T ED 626, Organization & Admin. of Literacy Programs
____SUU - EDRG 6390, Supervision of Literacy Programs
____U of U - T&L 6715, Supervision and Evaluation of Reading Programs
____USU - TEAL 6590, Supervising School Reading Programs
____WSU - MED 6354, Literacy Leadership & Professional Development
____Westminster - MED 676, Supervision and Staff Development/ Internship
____*Other-Complete the box at the right*

Name of course _____
Date completed_____ #Hours_____
Sponsoring agency_____
Documentation attached (e.g. Cactus printout)_____

3. Literacy Specialist Internship

____BYU – EL ED 680R, Professional Internship
____SUU - EDRG 6890, Reading Specialist Internship
____U of U - T&L 6716, Reading Specialist Internship
____USU - TEAL 6370, Supervised Internship in Reading and Writing
____WSU - MED 6356, Internship in Leadership
____Westminster – MED 676, Supervision and Staff Development/ Internship (continued)
____*Other-Complete the box at the right*

Name of course _____
Date completed_____ #Hours_____
Sponsoring agency_____
Documentation attached (e.g. Cactus printout)_____

On-Line Courses

On-line courses are allowed. However, the course must be an obvious match to the requirement it is being used to satisfy. For example, you must take a course exclusively focused on the most recent research in teaching comprehension. Saying that comprehension was a part of a course you took, or even a part of more than one course you took, will not satisfy the requirement. Be sure the course is a match before you take it.

Submitting the Application

1. Print and complete this Endorsement Application.
2. The processing fee for each application is **$25.00.**
3. Attach original transcript(s) and/or CACTUS printouts *with the relevant courses highlighted*.
4. Internet transcripts are **not** acceptable.
5. Send
   - completed application,
   - highlighted original transcripts, and
   - processing fee, to:

Utah State Office of Education
Teaching and Learning – Endorsements
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

For more Information contact:

K-12 Literacy Coordinator
(801) 538-7785
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200