



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. Online courses will be accepted if they are aligned to the requirements (see page 3).
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 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 OnTrack report, *with the courses highlighted*.
4. Please read the Frequently Asked Questions document on the web site:
<http://www.schools.utah.gov/cert/Endorsements-ECE-License/Reading-Level-I-Basic.aspx>
5. On the next page, 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, SUTEC, etc.

Put a check next to the course that appears on your transcript.

Complete the boxes only if course is not listed on the left.

1. Literacy Research

- ___ BYU TED 627, Research in Literacy
- ___ SUU EDRG 6385, Research in Reading
- ___ UofU 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

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if course is not listed to the left.</i>

2. Instructional Leadership of Literacy Programs

- ___ BYU TED 626, Organization & Admin of Literacy Programs
- ___ SUU EDRG 6390, Supervision of Literacy Programs
- ___ UofU 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

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if course is not listed to the left.</i>

3. Literacy Specialist Internship

- ___ BYU EL ED 680R, Professional Internship
- ___ SUU EDRG 6890, Reading Specialist Internship
- ___ UofU 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)

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if course is not listed to the left.</i>

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 a reading endorsement is \$25.
3. Attach original transcript(s) and/or OnTrack printouts *with the relevant courses highlighted*.
4. Internet transcripts are **not** acceptable.
5. Transcripts may be submitted directly from the University to transcripts@schools.utah.gov. Only transcripts emailed directly from the University will be accepted.
6. In order to be accepted, the application must include:
 - completed application,
 - highlighted original transcripts, and
 - processing fee

7. Mail 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:

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