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:  
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.
### 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

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<tr>
<th>Name of course</th>
<th>Date completed</th>
<th>#Hours</th>
<th>Sponsoring agency</th>
<th>Course description and transcript attached (y/n):</th>
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### 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

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### 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)

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revised 5.11.2016  
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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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(801) 538-7893