

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.	
<input type="checkbox"/> FOR ENDORSEMENT (must complete all requirements) OR	
<input type="checkbox"/> 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 an 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 Faculty Training Certificate - issued by the USOE.

For more information contact: Douglas Jones
Doug.jones@schools.utah.gov
 Online Resources and Professional Development
 Educational Technology Services
 Utah State Office of Education

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

Mark the boxes with an "X" to indicate that the minimum requirement in each area has been met.

- ! Attach a copy of your transcript(s) and highlight corresponding classes.
- ! Attach a copy of your EDNET Faculty Training Certificate Bissued by the USOE.
- ! Processing fees: \$40

<input type="checkbox"/> Endorsement submitted by individual - Send to:	<input type="checkbox"/> State Approved Endorsement Program (SAEP) (fee paid by district or charter school) - Send to:
Utah State Office of Education Attn: Janet Strong Educator Quality & Licensing 250 East 500 South P O Box 144200 Salt Lake City, UT 84114-4200	Utah State Office of Education Attn: Stephanie Ferris Educator Quality & Licensing 250 East 500 South P O Box 144200 Salt Lake City, UT 84114-4200

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