

## ALTERNATIVE ROUTES TO LICENSURE (ARL) FOR BUSINESS TEACHERS

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Here is how ARL works for those interested in teaching business education. My hope is to detail the information in easy-to-understand language and answer most of your questions.

1. ARL takes applications March 1<sup>st</sup> through July 31<sup>st</sup> of each year.
2. Complete a background check, then fill out the application (including original transcripts and the evaluation fee) and mail to ARL department (<http://www.schools.utah.gov/cert/APT/ARL/process.htm>).
3. In order to teach in Utah, you have to have a teaching license and be endorsed in a particular area. Endorsements follow your degree and coursework. Example: a degree in accounting may end up with an endorsement in business, not math. Even if you love math and are good at it, you would have to have the coursework completed for the math endorsement requirements.
  - i. If you have a number of credits in a particular area (such as a minor), I would suggest noting on your application that you want it evaluated for that area. Example: a degree in accounting with a math minor. Put both business and math down on the application.
4. After your application is received in licensing, it is sent to the appropriate specialist to determine if/what endorsement you could qualify for. Any business degree will be sent to the business education specialist. Other areas will be sent to other specialists.
5. There are two very distinct areas in business education with separate endorsements:
  - a. Business Core endorsement: the “paper/pencil” side which represents accounting, business law, management, etc. Here is a link for that endorsement application: <http://www.schools.utah.gov/cte/documents/business/licensing/BEBusinessCore.pdf>. I would urge you to check your transcript against this application – this is the criteria that will be used to judge your transcript against when making an endorsement decision. Most ARL applicants have a general business degree such as accounting, finance, or management that would typically qualify for this endorsement. NOTE: There are very few jobs that need only this endorsement. With only this endorsement, the chances of getting hired into a business position is minimal. Most of the business education teaching positions (at least 95% of the jobs) require a teacher to be endorsed to teach Computer Technology (this is a course which is a graduation requirement for all students in Utah). The Business Core endorsement does not qualify a teacher to teach Computer Technology.
  - b. Business Information Technology endorsement: the computer side which represents computer technology, web page, word processing, spreadsheets, etc. Here is a link for that endorsement application: <http://www.schools.utah.gov/cte/documents/business/licensing/BEBIT.pdf>. Again, please check your transcript against these requirements. NOTE: All computer-based courses must be completed within the previous **five** years to count toward an endorsement. Teachers who have this endorsement are in high demand – 100% job placement.
  - c. Possible option: **IF** you qualify for the Business Core endorsement **AND** can pass all three sections of the industry IC3 exam (see [www.certiport.com](http://www.certiport.com) for test description and testing locations), you could qualify for the IC3/Computer Technology endorsement. Here is a link for that endorsement application:

<http://www.schools.utah.gov/cte/documents/business/licensing/BEIC3CompTech.pdf>.

This endorsement would allow you to teach only Computer Technology. Paired with the Business Core endorsement, this increases your employability 100 fold. NOTE: You must have a qualifying endorsement in order to get this endorsement. It is not a standalone endorsement. In addition to the IC3 exam, the endorsement requires the ability to touch type 35 wpm and attend a week-long workshop in the summer. If you can pass this test, I would strongly urge you to include the test results in your ARL application as it will make a huge difference in your ability to get a job.

d. Credit for work experience: with proper documentation, it may be possible that related

work experience could count for some of the credits. However, this would require a letter from a former employer detailing your experience in a particular area. Amount of credit would depend on length of time, duties, etc.

6. After an endorsement is determined, the information is sent back to alternative licensing.

7. Licensing will then send you a "letter of eligibility" indicating what you could be licensed/endorsed for in the event a district hires you. Districts won't talk to you without this letter. The Utah State Office of Education does not issue licenses without a teaching job.

8. After receiving your letter of authorization, apply to whatever districts you want to work for and follow their human resources procedures. There are 41 districts in our state and 41 different sets of hiring rules.

9. Upon getting hired into a position, contact ARL.

a. You will receive a "temporary" license while completing the ARL requirements. You can teach and receive a salary during this time.

b. ARL will put you on a plan to take 16 or more credits of education courses. You have 3 years to complete the plan. You will pay for the tuition and take them on your own time. You will also have to take the PRAXIS exams (general and Business content areas, <http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnextoid=48c05ee3d74f4010VgnVCM10000022f95190RCRD&WT.ac=Praxis+Brochure+and+Front+Door>) and take a business education methods course. The education courses are in the following areas:

i. Instruction, Technology, Assessment, and Planning

ii. Child/Adolescent Development/Classroom Management

iii. Introduction to Special Education

iv. Foundations of Learning & Teaching Diverse Populations

v. Special Topics in Education: Literacy Strategies

c. Upon completion of the requirements, you will be granted a Secondary license and endorsement.

10. Timelines:

a. ARL gets hundreds of applications starting March 1<sup>st</sup>. I would recommend getting your application in as early as possible. It usually takes 4-6 weeks for the paperwork to be processed in our office.

b. The prime hiring season is mid-April through the first part of June. Principals like to have all the hiring done, if possible, before school gets out.

c. NOTE: No hiring happens in July – everyone is on vacation.

d. A few positions may become available in August (e.g. my husband got transferred; I'm really not coming back after the baby, etc.)

11. Pay:

Each district determines its own pay scale. Please check with your local school district HR department for details.

12. If you have any other questions, please feel free to contact the ARL office with Kelly Gilhespie at (801)538-7834 or [Kelly.gilhespie@schools.utah.gov](mailto:Kelly.gilhespie@schools.utah.gov)