

# APPLICATION FOR ENDORSEMENT *OR* ENDORSEMENT PLAN (SAEP)

## Business Education (6-8) Endorsement

**This endorsement ONLY attaches to Elementary AND Secondary Licenses**

**Credits Required: 16 semester (24 quarter)**

**Original Transcripts must be attached to verify applicable course work**

Last Name	First Name	Middle Name	Date	SS # or CACTUS ID #
Home Address			City	State
			Zip	Work Phone
Email Address				Home Phone

Current Teaching/License Status

Not Teaching **OR** Teaching at: (School) \_\_\_\_\_ (District) \_\_\_\_\_

Educator License(s) held:  Elementary Education  Secondary Education

**Check one**

I am requesting the Business Education (6-8) endorsement. 16 credits have been completed and the appropriate documentation is attached. An evaluation fee of **\$45.00** is enclosed.

I am submitting a plan for the Business Education (6-8) endorsement. Course requirements will be completed within the timeframe identified in the plan. An evaluation fee of **\$45.00** is enclosed.

This endorsement authorizes the instructor to teach the following approved business courses for grades 6-8:  
**Computers in Business, (Business)CTE Introduction, Keyboarding, Keyboarding Applications and Word Processing Basics**

Course Information (minimum grade of C required)		12-15 Credits	Year	Institution	Grade	Course #	Credits
<b>Required</b>	Accounting, Economics, Business Law, Management, etc.	3-4					
	Digital Media, Graphics, Desktop Publishing	2-3					
	Secondary Keyboarding Methods	2					
	USOE NEW CTE Intro Teacher Training	1					
	Web Page Design	1-2					
	Word Processing, Presentation, Spreadsheet software or IC3 Exams	2-3					
Course Information (minimum grade of C required)		1-4 Credits	Year	Institution	Grade	Course #	Credits
<b>Electives</b>							
	Other (pre-approved by state specialist)						
<b>Total Credits Required</b>		<b>16</b>	<b>Total Credits</b>				

Signature of Applicant	Date
<b>X</b>	

Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752  
**\$45.00 endorsement fee or \$45.00 SAEP fee and original transcripts must be included with this application.**

----- **Information below to be completed by USOE personnel** -----

<b>Endorsement Recommended</b>	SAEP Approved for _____ years <input type="checkbox"/> SAEP not approved
	Completed credits: _____ Credits needed: _____
<b>Business Education (6-8)</b>	CTE Specialist Signature _____ Date _____
	<b>Endorsement Awarded</b>
	CTE Specialist Signature _____