

APPLICATION FOR ENDORSEMENT *OR* ENDORSEMENT PLAN (SAEP)

Business Information Technology Endorsement

This endorsement *ONLY* attaches to a Standard Secondary License (Level 2)

Credits Required: 21 semester (32 quarter)

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 Career & Technical

Check only one

I am requesting the BIT endorsement. 21 credits have been completed and the appropriate documentation is attached. An endorsement evaluation fee of ***\$40.00** is enclosed. **OR**

I am requesting a State Approved Endorsement Plan (SAEP) for the BIT endorsement. Course requirements will be completed within the time frame identified in the plan. An endorsement evaluation fee of ***\$40.00, paid by my school district**, is enclosed.

This endorsement authorizes the instructor to teach the following approved business courses:
Word Processing, Administrative Procedures, Desktop Publishing, Business Web Page Design, Computer Technology, CTE Introduction, and Computers in Business

Course Information (minimum grade of C required)		Credits	Year	Institution	Grade	Course #	Credits
Required	Computer Information Literacy (CIL) class or exam	3					
	Keyboarding (class or exam – 35 wpm)	1					
	Word Processing (beyond CIL)	1					
	Spreadsheets (beyond CIL)	1					
	Database (beyond CIL)	1					
	Multimedia/Graphics Applications	3					
	Web Page Design	3					
Course Information (minimum grade of C required)			Year	Institution	Grade	Course #	Credits
Electives	Information Technology						
	PC Hardware and Software						
	Operating Systems Windows Applications						
	Network Administration/LAN Management						
	Other (Specify):						
Total Credits Required		21	Total Credits				

Signature of Applicant	Date
X	

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
\$40.00 endorsement fee or \$40.00 SAEP fee must be included with this application (*see information above)

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

Endorsement Recommended	Business Information Technology	SAEP Approved for _____ years	
		_____ work credits _____ course credits _____ total credits	
		CTE Specialist Signature	Date
		Endorsement Awarded	
		CTE Specialist Signature	Date