

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

## Business Information Technology Endorsement

**This endorsement *ONLY* attaches to a Level 2 Secondary or CTE License**

**Credits Required: 21 semester (32 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				
<input type="checkbox"/> Not Teaching <b>OR</b> Teaching at: (School) _____ (District) _____				
Educator License(s) held: <input type="checkbox"/> Secondary Education <input type="checkbox"/> Career & Technical				

<b>CHECK ONE</b>	<input type="checkbox"/> I am requesting the BIT endorsement. 21 credits have been completed and the appropriate documentation is attached. An endorsement evaluation fee of <b>\$45.00</b> is enclosed.
	<input type="checkbox"/> 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 <b>\$45.00</b> is enclosed.

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

Course Information (minimum grade of C required)		13 Credits	Year	Institution	Grade	Course #	Credits
<b>REQUIRED</b>	Computer Information Literacy (CIL) class or exam	3					
	Database (beyond CIL)	1					
	Digital Media/Graphics Applications	3					
	Keyboarding (class or exam – 35 wpm)	1					
	Spreadsheets (beyond CIL)	1					
	Web Page Design	3					
	Word Processing (beyond CIL)	1					
Course Information (minimum grade of C required)		8 Credits	Year	Institution	Grade	Course #	Credits
<b>ELECTIVES</b>							
	Other (pre-approved by state specialist):						
<b>TOTAL CREDITS REQUIRED</b>		<b>21</b>	<b>TOTAL CREDITS</b>				

<b>Signature of Applicant</b>	<b>Date</b>
<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 Information Technology</b>	CTE Specialist Signature _____ Date _____
	<b>Endorsement Awarded</b>
	CTE Specialist Signature _____