

APPLICATION FOR ENDORSEMENTS *OR* ENDORSEMENT PLAN (SAEP)

Elementary Keyboarding
(2 semester credits required)

Secondary Keyboarding
(10 semester credits required)

The Secondary Keyboarding endorsement *ONLY* attaches to a Secondary License
The Elementary Keyboarding endorsement attaches to Elementary and Secondary Licenses

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
Email Address			Zip	Work Phone
				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 ___ Elementary Keyboarding **or** ___ Secondary Keyboarding endorsement. All credits have been completed and the appropriate documentation is attached. An endorsement evaluation fee of **\$45.00** is enclosed.
 I am submitting a State Approved Endorsement Plan (SAEP) for the ___ Elementary Keyboarding **or** ___ Secondary Keyboarding endorsement. Course requirements will be completed within the timeframe identified in the plan. An endorsement evaluation fee of **\$45.00** is enclosed.

The **Elementary Keyboarding** endorsement authorizes the instructor to teach **3rd, 4th, 5th, and 6th Grade Keyboarding**
 The **Secondary Keyboarding** endorsement authorizes the instructor to teach **Keyboarding I and Keyboarding Applications**

Course Information (minimum grade of C required)		Elem	Sec	Year	Institution	Course #	Credits
REQUIRED One method from this class group required	USOE-sponsored Elementary Keyboarding Methods	2					
	SUU: BE 4950 – Teaching Office/Computer Information Subjects		2-3				
	WSU: TBE 3610 – Methods of Teaching Business/Marketing Education						
	UVU: BUS 4200 – Methods of Teaching Keyboarding and Computer Apps						
	USOE-sponsored Secondary Keyboarding Methods (by permission only)						
	Word Processing		1				

Course Information (minimum grade of C required)		6-7 credits	Year	Institution	Course #	Credits
ELECTIVES	Data Processing Software					
	Desktop Publishing Software					
	Digital Media / Graphics / Photo Editing					
	Internet / Web Creation					
	Presentations Software					
	Other (pre-approved by specialist):					

Total Credits Required	2	10	Total Credits
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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
\$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** -----

Endorsement Recommended	SAEP Approved for _____ years <input type="checkbox"/> SAEP not approved
	Completed credits: _____ Credits needed: _____
<input type="checkbox"/> Elementary Keyboarding <input type="checkbox"/> Secondary Keyboarding	CTE Specialist Signature _____ Date _____
	Endorsement Awarded
	CTE Specialist Signature _____