

APPLICATION FOR CAREER AND TECHNICAL EDUCATION LICENSE

Business Education

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

I am currently teaching at: (School) _____ (District) _____ Not Teaching

Is your background check complete?: Yes No (Do NOT submit application until background check is complete)

I have attached the **\$50.00** license and endorsement fee.

Business Endorsement(s) For Which You Are Applying:

Business Core Banking/Finance Economics

Employment Record (Related to the endorsement area(s) for which you are applying – *(Exclude teaching experience)*)

| From | | To | | Total Months | Company Name & Address | Position & Title | Immediate Supervisor (Name & Title) | Reason for Leaving | Verification Attached |
|------|----|----|----|--------------|------------------------|------------------|-------------------------------------|--------------------|---|
| Mo | Yr | Mo | Yr | | | | | | |
| | | | | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Explain Duties & Responsibilities:

| From | | To | | Total Months | Company Name & Address | Position & Title | Immediate Supervisor (Name & Title) | Reason for Leaving | Verification Attached |
|------|----|----|----|--------------|------------------------|------------------|-------------------------------------|--------------------|---|
| Mo | Yr | Mo | Yr | | | | | | |
| | | | | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Explain Duties & Responsibilities:

| From | | To | | Total Months | Company Name & Address | Position & Title | Immediate Supervisor (Name & Title) | Reason for Leaving | Verification Attached |
|------|----|----|----|--------------|------------------------|------------------|-------------------------------------|--------------------|---|
| Mo | Yr | Mo | Yr | | | | | | |
| | | | | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Explain Duties & Responsibilities:

| | | |
|---|--|---|
| How many years of experience do you have in business? | | Employer evidence letters verifying your work expertise and experience <u>must</u> be submitted with this application. |
|---|--|---|

| Education | | | | | | | |
|---|------|----|----|----|-----------------|--------|-----------------------|
| Original transcripts must be attached to verify degree and/or applicable endorsement coursework. If additional space is needed, please attach a separate sheet of paper. | | | | | | | |
| Name of School | From | | To | | Graduation Year | Degree | Major/Minor/Composite |
| | M | Yr | M | Yr | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Industry Certifications (Attach Documentation) If additional space is required, please attach a separate sheet of paper. | | |
|---|---------------|-----------------|
| Name of Certification | Date Obtained | Expiration Date |
| | | |
| | | |
| | | |

| References (Teaching and/or Employment) | | | |
|--|---------|----------|-------|
| Name | Address | Position | Phone |
| | | | |
| | | | |
| | | | |

| | | | |
|----------------------------|----------|-------------|--|
| Applicant Signature | X | Date | |
|----------------------------|----------|-------------|--|

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

| | | | |
|------------------------------|--|--------------------------------------|--------------------------------------|
| License Recommended: | <input type="checkbox"/> Level 1 CTE/APP | <input type="checkbox"/> Level 1 CTE | <input type="checkbox"/> Level 2 CTE |
| Approved Endorsement: | | | |
| Approved Endorsement: | | | |

| Signature of State Business Education Specialist | |
|---|------|
| Signature | Date |

Return Application To:
Stephanie Ferris, USOE Educator Licensing, 250 East 500 South,
 PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752
License fee: \$50.00