

## APPLICATION FOR ENDORSEMENT OR ENDORSEMENT PLAN (SAEP) Microsoft Certified Professional (MCP) Endorsement

**This endorsement only attaches to Secondary Licenses, CTE Licenses or CTE/APP Licenses**  
**Official documentation must be attached to verify applicable course work and requirements**

Last Name	First Name	Middle Name	Date	CACTUS ID #
Home Address			City	State
Email Address			Zip	Work Phone
				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 <input type="checkbox"/> CTE/APP				
Background check: <input type="checkbox"/> Yes <input type="checkbox"/> No (Do NOT submit application until background check is complete)				
<b>Check only one</b>	<input type="checkbox"/> I am requesting the <b>Microsoft Certified Professional</b> endorsement. All course work and requirements have been completed and the appropriate documentation is attached. An evaluation fee of <b>\$45.00</b> is enclosed.			
	<input type="checkbox"/> I am submitting a State Approved Endorsement Plan (SAEP) for the <b>Microsoft Certified Professional</b> endorsement. Course work and requirements will be completed within the timeframe identified in the plan (one year). An evaluation fee of <b>\$45.00</b> is enclosed.			

This endorsement authorizes the instructor to teach the following approved Information Technology courses:  
**Microsoft Certified Professional (MCP), Network+**

Course Work			
<b>Required</b>	Verification of 40 hours of a Microsoft Certified Professional workshop, 3.0 credits for a Microsoft Certified Professional class, or 2 years of Microsoft Certified Professional work experience. (minimum requirement for SAEP)		Date Completed
	Verification of or plan for a passing score on the Microsoft Certified Professional exam.	Date to be Completed	Date Completed
	Portfolio of one original unit of instruction that could be used in teaching a MCP class (include: standards and objectives, presentations, handouts, activities, labs, rubrics, quizzes, tests, projects, etc.)	Date to be Completed	Date Completed

<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 <b>\$45.00 Endorsement Fee or \$45.00 SAEP fee must be included with this application</b>	

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

Endorsement Recommended	<b>Microsoft Certified Professional</b>	SAEP Approved for one year
		CTE Specialist Signature _____ Date _____
		Endorsement Awarded
		CTE Specialist Signature _____ Date _____