

APPLICATION FOR ENDORSEMENT OR STATE APPROVED ENDORSEMENT PLAN (SAEP)

General Financial Literacy

This endorsement attaches to a Secondary or CTE License

OFFICIAL transcripts must be attached to verify degrees or course work

First Name	Middle Initial	Last Name	Date	SS # or CACTUS ID #
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Home Address/City/State/Zip	Work Phone
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Email Address	Home Phone
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Not Teaching **OR** Teaching at: (School) _____ (District) _____

Current License(s) Held: Secondary Education Career and Technical Education

Check only one	<input type="checkbox"/> I am requesting the General Financial Literacy endorsement. The required courses and professional development have been completed and the appropriate documentation is attached. An evaluation fee of \$25.00 is enclosed. <input type="checkbox"/> I am submitting a plan for the General Financial Literacy endorsement (SAEP). Course requirements will be completed within the timeframe indicated in the plan. An evaluation fee of \$35.00 is enclosed.
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This endorsement authorizes the instructor to teach the following course: **General Financial Literacy**

STEP #1 – GFL Boot Camp - This is a MANDATORY requirement for all teachers	Date Completed:
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USBE sponsored General Financial Literacy Boot Camp – 1.0 semester credit hour (One day in-person plus online course)	
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STEP #2 – One of the following components must be completed:

2-A	Undergraduate or Graduate Degree (Must provide official transcripts)			Date Completed:
	<input type="checkbox"/> Business Administration <input type="checkbox"/> Accounting <input type="checkbox"/> Economics	<input type="checkbox"/> Marketing <input type="checkbox"/> Family & Consumer Sciences	<input type="checkbox"/> Finance <input type="checkbox"/> Business Education	

2-B	Prior Teaching Experience - 2015/16 or earlier (Must be CACTUS verified)		USBE Verified:
	<input type="checkbox"/> General Financial Literacy <input type="checkbox"/> Adult Roles & Financial Literacy	<input type="checkbox"/> Business Mathematics & Personal Finance <input type="checkbox"/> Mathematics of Personal Finance	

2-C	College Level Courses (Must provide official transcripts)				
	Course Name	Credits	Institution	Course #	Credits Earned
	Personal Finance	3			
	Microeconomics or Macroeconomics	3			
	One Additional Finance or Economics Course	3			
	Related Elective	3			

2-D	Competency-Based (Must provide all competency-based documentation forms) www.schools.utah.gov/CTE/main/Financial-Literacy.aspx	
	Portfolio Components: Four Unit Plans - GFL Boot Camp Online Portion National Assessment – American Association of Family & Consumer Sciences Personal Finance Educator Exam Class Syllabus/Disclosure Statement Administrator Recommendation Student Performance Evidence	

Signature of Applicant	Date
X	

Submit completed application and official transcripts and/or other documentation to:
 USBE Educator Licensing | 250 East 500 South | PO Box 144200 | Salt Lake City, Utah 84114-4200 | Phone: (801) 538-7752

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

Endorsement Awarded
 SAEP Approved for _____ Years
 Not Approved

CTE Specialist Signature	Date
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