Please mail or bring in to: Utah State Office of Education, Teaching & Learning – ARL Program,
250 East 500 South, P.O. Box 144200, Salt Lake City, Utah 84114-4200, Phone: 801-538-7834

Date_____

USOE's SPECIAL EDUCATION ALTERNATIVE ROUTES TO LICENSURE

This application is for Utah State Office of Education
ARL Special Education Mild-Moderate Program applicants ONLY.

Note: If you are interested in going through a either a Traditional University Licensing Program Full or Part Time or one of Utah's Alternative Teacher Preparation Programs (i.e. Weber State University's PRIME program at www.weber.edu/COE/PRIME or USU Utah State University's **ATP** Alternative Teacher Preparation Program at http://sped.usu.edu/assets/ATP) please contact them directly as these are not part of USOE's ARL program.

USOE's Alternative Routes to Licensure (ARL) Special Education Mild-Moderate Program is a teacher preparation program for individuals who currently hold a bachelor's degree or higher from a regionally accredited university. University degrees and degree majors are verified through original transcripts that document the degree, the degree major, and the year conferred. Qualified candidates who wish to teach Special Education must also have a transcript that documents a broad background of liberal arts content in the areas of language arts, science, social studies, mathematics, the fine arts, physical education, and health. A minimum of 27 semester hours or 40 quarter hours of applicable credit are required for eligibility. (For more information on see the "Content Course Eligibility Checklist" form. Teachers must first meet Eligibility requirements and then if hired, they must be teaching Special Education .50 half time or more in an appropriate Special Ed. teaching assignment. An overview of the ARL steps is located at http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx .

SPECIAL EDUCATION ALTERNATIVE ROUTES TO LICENSURE APPLICATION FORM
APPLICATION FORM

ARL's "Open Window Period" for accepting applications is March 1st thru July 31st of each year. If a school is considering an applicant for hire and wants us to accept an application for review outside this window period, the school administration or Human Resources would need to contact ARL directly.

IMPORTANT NOTE: You must complete a background check prior to mailing your application. Register and obtain an authorization form online at www.utah.gov/teachers. Follow directions and take authorization form to a Livescan background center listed on the authorization form. Applications without a background check will be returned.
(See ARL Licensing Process: http://schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx)

AN APPLICATION MUST INCLUDE:

1) A COMPLETED **APPLICATION FORM**
2) $75.00 ARL EVALUATION **FEE** (Payable to USOE. USOE can only accept checks, money orders or cash. Do not send cash in the mail.)
3) ORIGINAL **TRANSCRIPTS** with degrees posted. The minimum education for licensure is a bachelor's degree from a regionally accredited university. Please include with your application an original transcript showing your posted degree. Educator Licensing does not accept photo copies.
   A. If you have foreign transcripts, you must also include a **Foreign Credential Evaluation** from an USOE approved agency. http://www.schools.utah.gov/cert/License-Requirements/Foreign-Credentialed.aspx
   B. If English is not the primary language spoken in your degree's country of origin, you must also submit an **English Oral Proficiency Language Test**. http://www.schools.utah.gov/cert/License-Requirements/Foreign-Credentialed.aspx#1
4) COMPLETED **CONTENT COURSE ELIGIBILITY CHECKLIST** FOUND ON THE ELIGIBILITY PAGE.
   If you are applying for Special Education, you must first meet the content course eligibility requirements found at http://www.schools.utah.gov/cert/DOCS/APT/Elementary_Transcript_Worksheet.aspx .
   Complete a review of your transcript using the eligibility checklist found on the ARL eligibility page. Carefully follow directions to list only applicable courses. You must include the completed checklist with your application.
5) MAIL ALL ITEMS TOGETHER IN ONE ENVELOPE. UNLESS INDICATED BY AN ASTERISK (*) ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED.

USOE Alternative Routes to Licensure **Special Education Application Form** continued… Date _____

Last Name	First Name	Middle	Birth Name

Street Address	City	State	Zip Code

Telephone	Date of Birth	Social Security Number	Ethnicity*	Gender

Email

Have you ever earned a teaching license in Utah, the U.S., or elsewhere?: Yes _____ No _____
If yes, please explain:

U.S. Citizenship: Yes _____ No _____
If no, does your residency or visa status permit employment? Yes _____ No _____ (If yes, please attach a copy of your card.)

Conviction History: Have you ever been charged with violating any law other than a minor traffic violation AND the charge resulted in anything other than a dismissal? you must report "Driving under the Influence" convictions.
Yes _____ No _____
If Yes, Please Explain on a separate sheet and attach it to this application.

How did you hear about ARL?

Why did you choose Alternative Licensure over a traditional university teacher preparation program?*

EDUCATION

College or University	Degree	Date Received	Major	Minor

If USOE receives evidence that you have made false statements on this application, your license may not be granted, and your temporary license may be suspended or revoked.

I verify that these statements are true. _____
Signature Date

ADDITIONAL FEES (after eligibility has been determined)
1. After a candidate is hired, a $300 program and tracking fee is assessed at the time a professional growth plan is developed.
2. Participants are responsible for the cost of all licensure requirements such as courses, testing, and workshops.
3. At the completion of the ARL program, a $40 license fee is assessed

(Information and fees listed here are subject to change. Fees are non-refundable.) 7/1/13