

Out-of-State (OOS) License Application Checklist

Before you submit your application to the address listed below, make sure your application is complete by using this checklist. If you can't check it off – do not submit the application packet!

- Initiate a USBE Background Fingerprint Check.
- Obtain a CACTUS number.
- Complete and sign the *Application for Utah Educator License for Out-of-State Educators*.
- Fill out the appropriate Endorsement Application(s) if you are applying for Secondary Education, Special Education, or Career and Technical Education (CTE) License Areas.
- Submit evidence for the Content Knowledge Assessment requirement:
 - Pass the appropriate Praxis II Content Test, OR
 - Show evidence of another state's content assessment, OR
 - Verify four (4) or more years of successful, licensed experience teaching in the subject/area outside of Utah.
- Complete an Educator Ethics Review.
- Submit original transcripts of all colleges/universities you have attended. Either request digital transcripts to be sent directly from your university to the USBE transcripts email or have hard copies mailed to you to include with your application.
- Complete and submit the *Verification of Educator Experience* form (if applicable). Make sure the form is filled out completely and signed by an official school or district administrator. For experience in a private school, a copy of the school's regional accreditation certificate must be included.
- Include copies of all current educator license(s) that have ever been issued to you.
- If your license(s) is expired, also include a completed *Verification of Expired Professional Certification for OOS Certification and Licensure* form and a copy of the expired license(s).

Additional Evidence:

- If you completed an Alternative Educator Program and not a university educator training program, you must include official documentation of an alternative educator program completion and an official program description including class descriptions.
- If you are applying for Administrative/Supervisory K-12 include official documentation of your administrative internship, i.e. log of hours spent in schools (both elementary and secondary), types of duties performed, letters of support from your intern school, etc. Be sure to indicate Administration experience on the *Verification of Educator Experience* form as applicable.
- If you are applying for School Speech-Language Pathologist (SLP) include your American Speech-Language Hearing Association (ASHA) Certificate of Clinical Competence (CCC) card and maintenance letter.
- If you are applying for a World Language endorsement include your Oral Proficiency Interview (OPI) results.
- If you are applying for School Counselor, Social Worker, or Psychologist licensure, please contact shawnda.moss@schools.utah.gov for additional documentation information.

Collect all the evidence and send the complete packet to:

USBE Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200