



# Level 1 – Academic Pathway to Teaching License Application

## Applicant Information

Name \_\_\_\_\_ CACTUS ID \_\_\_\_\_

Email \_\_\_\_\_ Date submitted \_\_\_\_\_

If you are employed at a local education agency (LEA) in Utah, please indicate here:

LEA: \_\_\_\_\_ School: \_\_\_\_\_

## Overview:

1. This application is for individuals applying for a Level 1 – APT license under Utah Administrative Rule R277-511.
2. To be eligible for this license an individual must hold a bachelor’s degree or higher from a regionally accredited institution, pass the appropriate content knowledge assessment, complete a Utah State Board of Education background check, and complete the Educator Ethics Review at [www.utah.gov/teachers](http://www.utah.gov/teachers).

## Application Checklist

\_\_\_\_\_ Complete Licensure Application.

\_\_\_\_\_ Attach original college/university transcripts.

1. *For degree information, attach original transcripts and enter the information exactly as it appears on the original transcripts on page 2.*
2. *USBE will accept electronic transcripts only if sent directly from the college/university through a transcript clearinghouse to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Electronic transcripts should be emailed before you submit your application.*
3. ***Please list any electronic transcripts being sent to USBE for this application:***

\_\_\_\_\_  
4. *Photocopies and printed or forwarded electronic transcripts will not be accepted.*

\_\_\_\_\_ Attach copy of test results for appropriate content knowledge assessment.

\_\_\_\_\_ Mail to:

### **USBE Licensing**

250 East 500 South

P.O. Box 144200

Salt Lake City, UT 84114-4200

**For specific questions relating to this application contact the Licensing Coordinator:**

Shawnda Moss, (801) 538-7772, [shawnda.moss@schools.utah.gov](mailto:shawnda.moss@schools.utah.gov).

**License Area and Endorsement**

Select the license area for which you are applying. If you are applying for secondary then you must also select the appropriate endorsement.

\_\_\_\_\_ Elementary Education (K-6)

**OR**

\_\_\_\_\_ Secondary Education (6-12)    Endorsement: \_\_\_\_\_

**Requirement 1: Bachelor’s degree or higher from an accredited institution**

Please list degree information

\_\_\_\_\_  
Name of institution that granted degree \_\_\_\_\_  
Confer date on transcript

\_\_\_\_\_  
Degree title posted on transcripts \_\_\_\_\_  
Major posted on transcripts

**Requirement 2: Pass the Appropriate Content Knowledge Test**

Test name or number: \_\_\_\_\_ Date Taken: \_\_\_\_\_ Score: \_\_\_\_\_

If your test results are already recorded in CACTUS, you do not need to include a copy of your test score report.

**Requirement 3: Complete a Background Check through the Utah State Board of Education**

Background Check Clearance Date: \_\_\_\_\_

This information will be verified in CACTUS.

**Requirement 4: Complete the Educator Ethics Review**

Educator Ethics Review Completion Date: \_\_\_\_\_

This information will be verified in CACTUS.