

College and Career Awareness and Digital Literacy

Endorsement Application

This endorsement connects to a SECONDARY or ELEMENTARY license area of concentration only. Learning that works for Utah

Full Name:

E-mail Address:

Address:

City, State, Zip:

Home Number:

Mobile Number:

Cactus ID:

Do you have a current teaching assignment?

Yes No

If Yes

LEA of Assignment:

School of Assignment:

The College and Career Awareness and Digital Literacy endorsement authorizes the instructor to teach:
COLLEGE AND CAREER AWARENESS, DIGITAL LITERACY AND WORD PROCESSING

Which endorsement level would you like to apply for:

Associate:

Professional:

Associate Level Endorsement Requirement

EDUCATOR MUST COMPLETE THE FOLLOWING REQUIREMENT

Requirement 1 - Hold an approved bachelor's degree in a directly related field

Degree

Institution

By clicking this box, I acknowledge that my transcripts have been sent to transcripts@schools.utah.gov (or are already on file) in order to process my endorsement application. Failure to provide my transcripts will result in my application being denied.

Requirement 2 - Obtain each of the following certifications: [Documentation must be attached.](#)

IC3 GS5 - Key Applications

IC3 GS5 - Living Online

IC3 GS5 - Computing Fundamentals

Current Microsoft Office Specialist - Word Associate

Applicant's Signature

Professional Level Endorsement Requirements

Educator must complete all of the following requirements

1. Complete the requirements for the Associate level endorsement. Date
2. Complete the USBE's online CTE Orientation course OR have 5 consecutive years of teaching experience in Utah within the last 10 years verified by the endorsement specialist. Date
IT IS HIGHLY RECOMMENDED THIS COURSE IS COMPLETED WITHIN THE FIRST YEAR.
3. Complete the requirements at the CCA Annual Teacher Training (within the last 5 years) Date
4. Complete the requirements at the Digital Literacy Methods Workshop (within the last 5 years) Date
5. Participate in a Utah region or state CTSO event. [Take a selfie at the event and upload photo](#) Date
6. Demonstrate to the satisfaction of the USBE's CTE Specialist that you have both the necessary knowledge and skills to effectively teach students all of the competencies outlined in the courses authorized by this endorsement as last requirement under Profession Level Endorsement Requirements.

Applicant's Signature

Endorsements may attach to a license area of concentration. Content endorsements may attach to Elementary Education and Secondary Education. If attached to Elementary Education, the educator is qualified to teach 7th and 8th grade in a middle school. To be eligible for an endorsement area, you must already have a current Utah Educator License.