

Elementary Keyboarding

Endorsement Application



This endorsement connects to a SECONDARY or ELEMENTARY license area of concentration only.

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 Elementary Keyboarding endorsement authorizes the instructor to teach:

ELEMENTARY KEYBOARDING

Which endorsement level would you like to apply for:

Associate:

Professional:

Associate Level Endorsement Requirements

EDUCATOR MUST COMPLETE THE FOLLOWING REQUIREMENT

BEFORE applying you MUST qualify in this area.

Required - Letter of recommendation from current Utah administrator.

[Letter must be attached](#)

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 Keyboarding Methods Workshop. (Within the last 5 years) Date
3. Successfully obtain ONE of the following most current certifications [Document must be attached](#)
Google Certified Level 2 Certification
Microsoft Office Specialist - Word Associate Certificate
4. 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 strands & standards for the courses authorized by this endorsement.

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.