

Submit completed application, official transcripts, and all other required documentation to:



USBE Educator Quality & Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
801.538.7740



Application for a Work-Based Learning (WBL) Endorsement or a State-Approved Endorsement Plan (SAEP)

Full Name _____ CACTUS ID _____
Home Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Email Address _____
Do you have a current teaching assignment? Yes No
If so, where? District _____ School _____

Endorsement Requirements

1. Hold a Career & Technical Education, Counseling, Special Education (K12) and/or Secondary Education (6-12) teaching license. Yes No ARL

2. Choose one of the following:

a. College Level Coursework

- Work-Based Learning Methods and Resources [3 CR] Date _____
• CTE: Nontraditional Career Preparation [3 CR] Date _____
• Strengthening Career Readiness for School Counselors [3 CR] Date _____
• Instructional Technology [2 CR] (candidate's choice) Date _____
• Related Elective [3 CR] (candidate's choice) Date _____
• Attend USBE approved Trade Conferences/Trainings [2.0 USBE CR] Dates _____

b. Competency-Based/Academic Pathway to Teaching (APT)

- National Career Development Association:
Certified Career Services Provider (CCSP) Credential Date _____

Applicant's Signature _____ Date _____

----- Information below to be completed by USBE personnel -----

An endorsement is approved denied
A State-Approved Endorsement Plan (SAEP) is approved for _____ years denied
Alternative Routes to Licensure (ARL) content eligibility is approved denied

CTE Specialist Signature: _____ Date: _____