

# APPLICATION FOR ENDORSEMENTS *OR* ENDORSEMENT PLAN (SAEP)

**Elementary Keyboarding**  
(2 semester credits required)

**Secondary Keyboarding**  
(10 semester credits required)

**The Secondary Keyboarding endorsement *ONLY* attaches to a Secondary License**  
**The Elementary Keyboarding endorsement attaches to Elementary and Secondary Licenses**

**Original transcripts must be attached to verify applicable course work**

Last Name	First Name	Middle Name	Date	SS # or CACTUS ID #
Home Address			City	State
Email Address			Zip	Work Phone
				Home Phone

Current Teaching/License Status  
 Not Teaching **OR** Teaching at: School: \_\_\_\_\_ District: \_\_\_\_\_

Educator License(s) held:     Elementary Education                       Secondary Education

**Check one**

I am requesting the  Elementary Keyboarding **or**  Secondary Keyboarding endorsement. All credits have been completed and the appropriate documentation is attached.

I am submitting a State Approved Endorsement Plan (SAEP) for the  Elementary Keyboarding **or**  Secondary Keyboarding endorsement. Course requirements will be completed within the timeframe identified in the plan.

The **Elementary Keyboarding** endorsement authorizes the instructor to teach **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Grade Keyboarding**  
 The **Secondary Keyboarding** endorsement authorizes the instructor to teach **Keyboarding I, Keyboarding Applications, Word Processing Basics, and Word Processing**

COMPLETE from this group while on PLAN	Courses Information (minimum grade of C required):	Elem	Sec	Year	Institution	Course #	Credits	
	Methods of Teaching Business and Marketing Education	1 – 3	1 – 3					
	<i>Example:</i> WSU: TBE 3610 Methods of Teaching Business/Marketing Education							
	<i>Example:</i> UVU: BUS 4200: Methods of Teaching Keyboarding and Computer Apps							
	USBE-sponsored Keyboarding Methods				USBE		1	
	Word Processing or industry certification	1	1					
REQUIRED FOR Secondary CONSIDERATION	<b>Electives:</b> <i>Credits should pertain to the courses endorsement authorizes</i>		5 – 6					
	Other (pre-approved by specialist):							

<b>Total Credits Required</b>	<b>2-4</b>	<b>7-10</b>	<b>Total Credits</b>
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<b>Signature of Applicant</b>	<b>Date</b>
<b>X</b>	

Submit completed application and official transcripts or other documentation to: USBE Educator Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7740  
**Original transcripts must be included with this application.**

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

<b>Endorsement Recommended</b>	SAEP Approved for _____ years <input type="checkbox"/> SAEP not approved
	Completed credits: _____ Credits needed: _____
<input type="checkbox"/> <b>Elementary Keyboarding</b>  <input type="checkbox"/> <b>Secondary Keyboarding</b>	CTE Specialist Signature _____ Date _____
	<b>Endorsement Awarded</b>
	CTE Specialist Signature _____ Date _____