

Utah State Board of Education

School Counseling Program

College and Career Readiness Certificate Program

Application for Licensure Certificate



Program Completion – I have completed all three components of the College and Career Readiness Certificate program, have a current Utah School Counseling license, and would like to request the College and Career Readiness license certificate be included on my Utah State educators license and hereby attest to and document the satisfactory completion of all three required program components as stated below.

Instructions: Recommendation for licensure updates are made on a quarterly basis. Please provide all applicable transcripts with this application by January 15, April 15, July 15, October 15 of each year.

- **Hardcopy Instructions** – Complete, print, sign and send completed application to:
Utah State Board of Education
Attn: Kim Herrera
250 East 500 South PO Box 144200
Salt Lake City, UT 84114-4200
- **Electronic Instructions** – Complete, save, and email completed application to kim.herrera@schools.utah.gov with **CCR Certificate Application** as the subject.

APPLICANT INFORMATION

Name	Cactus ID	
Date of Birth	Years a School Counselor	
Email		
Home Address		
City	Zip	Phone
Applicant Signature	Date	

COMPONENT INFORMATION AND VERIFICATION

(Please provide applicable USU, U of U, SUU and Midas transcript for verification)

Component One: Building a College-Going Culture for ALL Students

I completed the course through USU or U of U	Semester	Year
I completed the course through UEN or USBE/SUU	Semester	Year

Component Two: USBE School Counseling Program Updates and Essentials Training

I completed the Updates and Essentials Training provided by USBE staff (after Fall 2015)		
Date	Location	Midas/OnTrack Course Number

Component Three: Strengthening Career Readiness for School Counselors

I completed the course through UEN or USBE/SUU	Semester	Year
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