



UTAH STATE BOARD OF EDUCATION SPECIAL EDUCATION ELIGIBILITY EVALUATOR (SPED-EE) ENDORSEMENT FORM

SpEd-EE attaches to a USBE Professional Educator License with an area of concentration in **Special Education (K-12+), Preschool Special Education (Birth - age 5), Speech Language Pathology, School Counseling, or School Social Work**. SpEd-EE identifies its holder as qualified to administer and interpret a specific set of standardized assessments which aid school teams in the determination of a student's eligibility for Special Education services under the Individuals with Disabilities Education Act (IDEA).

SpEd-EE Applicant Requirements

1. Hold a current USBE Professional Educator License and minimum of five years of experience in one of the license areas of concentration listed above.
2. Official transcripts with applicable courses.
 - A. If the course name is non-specific (e.g., "Special Topics in Special Education," or "Assessment"), submit the course syllabus or a letter from the instructor/department verifying that the course meets the requirements.
 - B. Electronic transcripts (eTranscripts) are acceptable if sent directly from the university through a transcript clearinghouse to [USBE Licensing](mailto:transcripts@schools.utah.gov) (transcripts@schools.utah.gov).
 - (1) Submit eTranscripts before submitting the endorsement application.

Applicant Information

Name: _____ CACTUS ID: _____

Street Address: _____ City: _____ State: ____ Zip: _____

Cell Phone with Area Code: _____ Work Phone with Area Code: _____

Work Email: _____

Personal Email: _____

Number of years of experience with which qualifying license area(s) of concentration:

- _____ **Special Education (K-12+)**
- _____ **Preschool Special Education (Birth - age 5)**
- _____ **Speech Language Pathology**
- _____ **School Counseling**
- _____ **School Social Work**

Undergraduate- or Graduate-Level* Coursework (12 credit hours minimum)

Indicate the undergraduate-level courses taken to satisfy the endorsement requirements by noting for each course the type of course, where the course was taken (i.e., which college/university, LEA, etc.), the course ID, and the number of credits completed.

* = Graduate-level coursework satisfying the same endorsement coursework requirement is authorized but may not be duplicated in the **Required Graduate-Level Only Coursework** section.

(C/U = College/University and PL = Professional Learning)

Type	Where	Course ID	Course Description	Credits
C/U ____ PL ____			Assessment or Eligibility and Assessment or Measurement and Assessment or Behavior Assessment and Intervention or Curriculum Design Evaluation and Assessment or equivalent course (3)	
C/U ____ PL ____			Introduction to Statistics or Statistics or Research and Design or Predictive Analytics or Statistical Methods or Research Methods (3) or Psychological Statistics (4) or equivalent course	
C/U ____ PL ____			Child Development or Learning Theory or Educational Psychology or Abnormal Psychology or equivalent course (3)	
C/U ____ PL ____			Special Education Law or Policies and Procedures in Special Education (3) or equivalent course	

Required Graduate-Level Only Coursework (12 credit hours + 180 hours of practicum)

Twelve credit hours of specific graduate coursework are required and must be taken from an accredited college or university with 180 practicum hours and a Practicum Portfolio. Each course must be a minimum of three credit hours and passed with a grade “B” or better.

Online courses aligning with requirements can be accepted. Professional development courses (i.e., those offered by test publishing companies or their representatives, LEAs, etc.) must be pre-approved by USBE and entered in CACTUS. Indicate the graduate-level courses taken to satisfy the endorsement requirements by noting for each course the type of course, where the course was taken (i.e., which college/university, LEA, etc.), the course ID, and the number of credits completed.

Year One

- Individual Assessment 1: Theoretical Foundations of Cognitive Assessment (plus 80 practicum hours)
 - Individual Assessment 2: Theoretical Foundations of Academic Assessment (plus 80 practicum hours)
 - Foundations of Ethics and Practice Standards
 - Special Topics: Assessment-Driven Instructional Design coursework
- Pass each course with a grade “B” or better

Year Two

- Successful completion of two additional evaluation reports and twenty practicum hours
- Letter of recommendation from school administrator in consultation with Special Education Director and Site Mentor Supervisor

NOTE: Graduate-level coursework is delivered via web-based (online format) instruction through Midwestern State University, Texas. A Practicum Portfolio and 180 hours of supervised practicum is required. The Site Mentor Supervisor for the 2 academic years of practicum must hold a current Utah school psychology or psychologist license with a minimum of three years of successful experience in special education evaluation and eligibility.

(C/U = College/University and PL = Professional Learning)

Type	Where	Course ID	Course Description	Credits
C/U ____			Individual Assessment 1: Theoretical Foundations of Cognitive Assessment (3) <i>(includes 80 hours of supervised practicum)</i>	
C/U ____			Individual Assessment 2: Theoretical Foundations of Academic Assessment (3) <i>(includes 80 hours of supervised practicum)</i>	
C/U ____			Foundations of Ethics and Practice Standards (3)	
C/U ____			Special Topics: Assessment-Driven Instructional Design (3)	

NOTE: If an applicant is unable to successfully pass off his/her evaluation reports in year two, a one-year extension may be granted. Extensions beyond two years are not allowed.

Official Transcripts, Practicum Hours, and Recommendation Submitted

Y/N: ____ Electronic transcript submitted by college registrar to transcripts@schools.utah.gov

Y/N: ____ Paper-based transcript on official transcript paper mailed or hand delivered to USBE

Y/N: ____ Two years of practicum hours (SpEd-EE Assurances form and Letter of Recommendation)

Submission Instructions

1. Request registrar to submit official transcripts to transcripts@schools.utah.gov
2. Email the SpEd-EE endorsement form and other Professional Learning documentation to licensing@schools.utah.gov. Include your CACTUS ID on all documentation.

NOTE: Submit by July 1 for initial transcript review to join a SpEd-EE cohort. Resubmit new transcript and practicum hours (assurances and recommendation) by June 30 at the end of the second academic cohort year for final review.

OPTIONAL: Mail the above to the following address **EXACTLY** as written. Failure to do so could result in significant delays and/or loss of application in the mail. (Mailed transcripts must be on transcript paper.)

UTAH STATE BOARD OF EDUCATION
 ATTN: EDUCATOR LICENSING SpED-EE Endorsement Application
 250 E 500 S
 PO BOX 144200
 SALT LAKE CITY UT 84114-4200

For more information, contact:

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