

Secondary Teacher Education Undergraduate Program 2021-2022 Academic Year

Urban Institute for Teacher Education
College of Education

Program information is subject to change without notice
For the most up-to-date information, please contact the Urban Institute for Teacher Education.

Secondary Education: The purpose of Secondary Teacher Licensure Program is to prepare junior high, middle school, and high school educators. Competent secondary teaching requires both in-depth knowledge of subject matter and skill in applying educational concepts and principles. Candidates for teacher licensure in secondary education take the required courses in a subject area (i.e., composite teaching major, teaching major, teaching minor – the teaching minor is not required, but is strongly recommended) and licensure courses through the College of Education to acquire pedagogical skills, and knowledge of students, families and urban communities.

Degree Requirements: In order to graduate with a bachelor's degree, students must complete General Education, Bachelor's Degree requirements, and Teaching Major requirements in addition to the Secondary Teacher Licensure program requirements. A degree (i.e., Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts) is granted through the college of the teaching major.

Licensure: Teaching licenses are granted by the Utah State Board of Education. The College of Education recommends candidates for the Utah Professional Teaching License grades 6-12, upon successful completion of the program and required exams (PPAT, Praxis II, OPI, etc.). The sixth through twelfth grade license requires a teaching major or composite major, and does not permit teaching in a self-contained elementary class. While not required, a teaching minor is strongly recommended.

ESL Endorsement: The majority of the courses required by the Utah State Board of Education for an ESL endorsement are included in this licensure program. Students wanting to earn their ESL endorsement will have a few additional course requirements to complete.

Advising: Students must maintain contact with multiple advisors during the course of their studies. Each advisor has specialized knowledge and information, and therefore students should meet regularly with the following:

General Education & Bachelor's Degree Requirements

University College
450 SSB 801-581-8146
uc@uc.utah.edu

Major & Minor Requirements

Departmental Advisors for specific content areas listed on page 2

Secondary Education Requirements

Sara Hatch Southwick
Lead Academic Advisor
2264 SAEC
801-581-6818
sara.hatch@utah.edu
<https://uite.utah.edu/students/advising/>



Urban Institute for Teacher Education
1721 Campus Center Drive, Room
2260 Salt Lake City, Utah 84112
801-581-7158 Fax: 801-581-3609
uite.utah.edu



Updated 6/2021

TEACHING MAJORS AND MINORS

Utah state licensure guidelines specify that secondary teachers may teach only in the areas for which they are licensed.

Teaching Majors (REQUIRED)	Teaching Minors (strongly recommended)	Index of Criticality *	Utah Grade Levels +
Biology Composite	Biology	3.2	7, 10-12
Chemistry	Chemistry	3.6	9-12
Earth Science Composite		3.2	8-9
English	English	2.8	6-12
	French	2.2	6-12
	Geography [^]	2.5	6-12
	Health Promotion & Education	2.5	7-12
History	History	2.3	6-12
Math (level 4)		4.0	6-12
	Math (level 3)	3.9	6-9
Physics	Physics	3.7	9-12
Spanish	Spanish	3.0	7-12
K-12 Licensure Programs			
Art Composite		2.8	K-12
Dance (must audition)		2.4	K-12
Film		-	K-12
Physical Education		2.1	K-12
Music**		2.8	K-12
Theatre (Drama)		2.7	K-12

* Utah State Board of Education Index of Criticality (1/19) Note: Criticality may change from year to year and state to state.

4.0-4.9 = Critical Shortage

3.0-3.9 = Moderate Shortage

2.0-2.9 = Minimal Shortage

1.0-1.9 = Oversupply

[^] Available at the University of Utah, but limited student teaching placements and jobs.

⁺ Grade level column represents typical job availability in Utah schools in a given academic subject area.

**Music students must complete program through School of Music

DEPARTMENTAL ADVISOR CONTACT INFORMATION

Department	Advisor	Location	Phone	Email
Fine Arts (Art, Dance, Theatre and Film)	College of Fine Arts Advisors	161 ART, 126 MCD 216 PAB, 002 FMAB 196 DGH	801-585-1416	advisor@finearts.utah.edu Schedule an appointment https://advising.utah.edu/
Theatre-Faculty Advisor Dance- Faculty Advisor Asst. Dean	Xan Johnson Pam Geber-Handman Kelby McIntyre-Martinez	216 MCD	801-581-4927 801-587-9806	xan.s.johnson@utah.edu p.geber@utah.edu kelby.mcintyre@utah.edu
Biology	Denise Brenes or Biology Academic Advisor	135 Bldg 44	801-581-6244	advising@biology.utah.edu
Chemistry	Natascha Knowlton	HEB 2112	801-585-7284	advisor@chem.utah.edu
Earth Science	Michelle Tuitupou	383 FASB	801-581-6553	michelle.tuitupou@utah.edu
English	Shawn Michael Adrian	3500 LNCO	801-581-5265	shawn.adrian@utah.edu
Geography	Stacy Morris	106 Bldg 72	801-581-3822	stacy.morris@geog.utah.edu
Health	Dave Belt	244 B HPER N	801-587-3374	dave.belt@utah.edu
History	Amarilys Scott	310 CTIHB	801-581-6121	amarilys.scott@utah.edu
Mathematics	Angie Gardiner	214 LCB	801-581-6837	advisor@math.utah.edu
Physics	Cyri Dixon	240 CSC	801-587-0650	cyri.dixon@utah.edu
Foreign Language	Olivia Davis	1400 LNCO	801-581-7561	olivia.davis@utah.edu
Kinesiology Teaching (P.E.)	Timothy Brusseau	241 HPR N	801-581-6730	tim.brusseau@utah.edu
Music (Choral)	Emily Mercado	256 DGH	801-581-7368	emily.mercado@utah.edu
Music (Woodwind/String)	Mark Ely	314 DGH	801-581-7163	mark.ely@music.utah.edu
Music (Brass/Percussion)	Jared Rawlings	316 DGH	801-587-3691	j.rawlings@utah.edu

SECONDARY TEACHER LICENSURE COURSE REQUIREMENTS

Pre-Licensure Courses

30 required hours, 3 optional hours

All education courses are required to be completed with a B- or better as of fall 2020, C or better prior to fall 2020.

Introductory Education Courses

EDU 1010 [^]	Introduction to Teaching (3) Field: 20 hours must take prior to applying to licensure program (SLCC equivalent EDU 1010)
ECS 2150* [^]	Introduction to Multicultural Education (3) Field: 18 hours (SLCC equivalent EDU 2150) Suggested Pre-requisite: EDU 1010 Pre-requisite: ETHNC 2550 <i>HF</i> , 2560, 2570 <i>HF</i> , 2580 <i>BF</i> , or 2590 <i>HF</i> (choose one) <i>DV</i> (SLCC equivalents ETHS 2410, 2420, 2430, 2440, or HUMA 2220)
Adolescent Psychology	Choose One: ED PS/EDU 3721 (recommended), PSY 1230, PSY 3220, or FCS 5230. (3) (SLCC equivalent FHS 1230)

Intermediate Education Courses

EDU 5200 [^]	Teacher Language Awareness (3) Field: 16 hours
ED PS 5151	Educational Applications of Technology in Grades 6-12 (3)
SP ED 2012	Teaching Students w/Disabilities in Inclusive Secondary Classrooms (3) (SLCC equivalent EDU 2010 or 2011)
SP ED 5021	Principles of Assessment & Data Based Decision Making (3)
SP ED 5022	Principles of Instruction & Behavioral Support (3)

Advanced Education Courses

ECS 5645*	Assessment of Linguistically Diverse Populations (3) Pre-requisite: ECS 2150, EDU 5200, SPED 5021
ECS 5709* [^]	Building Family-School Partnerships for Youth Success (3) Field: 32 hours Pre-requisite: ECS 2150, recommend taking prior to licensure year
ECS 5647* [^]	Instructional Methods for Linguistically Diverse Populations (3) Field: 16 hours <i>Optional for license, required for ESL Course</i> Pre-requisite: EDU 5200, Pre/Co-requisite: ECS 5645

Licensure Year

Admission Required, 16 required hours

Fall Semester, 4 hours Up to three additional courses may be taken during this semester, but must NOT conflict with required licensure course work; limit additional field-based course work this semester	
EDU 5490 [^]	Field Practicum: Secondary (3) Field: 9 hours a week
EDU 5201	Teaching Practices, Ethics, and Professional Development (1) <i>Online course</i>
Spring Semester, 12 hours Pre-requisite: all pre-licensure, major, minor, general education, and bachelor's degree requirements must be completed prior to student teaching; additional coursework during this semester is highly discouraged	
EDU 5491	Professional Development & Teacher Research (3)
EDU 5495 [^]	Student Teaching: Secondary (9) Field: 12 weeks full-time

[^] course has a field component, a cleared background check is required; see Program Requirements section for details

* course has pre-requisites

Total Licensure Hours 46-49 credit hours

Typical Pre-Licensure Course Offerings

subject to change without notice, this is general info only, not a guarantee!

<u>Every Semester</u>			<u>Once or Twice a Year</u>	
EDU 1010	Adolescent Psychology	SP ED 5021	EDU 5200 – Fall & Spring	ED PS 5151- Fall
	ECS 5645			
ECS 2150	ECS 5647	SP ED 5022	ECS 5709 – Fall & Spring	SP ED 2012 –Spring & Summer

SECONDARY TEACHER LICENSURE PROGRAM REQUIREMENTS

In addition to University General Education, bachelor's degree requirements, and teaching major and minor departmental requirements, the Secondary Teacher Licensure program includes 46 semester hours of required education coursework (some courses may fulfill multiple requirements). Education courses are taken in two categories: Pre-licensure courses (which may be taken by any University of Utah student), and Licensure Year courses (which require acceptance into the licensure program).

- * **General Education & Bachelor's Degree Requirements:** All degree-seeking students at the University of Utah are required to complete a series of General Education and Bachelor's Degree courses. First baccalaureate students should work closely with University College and Departmental Advisors to ensure that all general education and bachelor's degree requirements are met.
- * **Teaching Major and Teaching Minor Course Requirements:** The subjects that students plan to teach in the secondary schools are called their teaching major and teaching minor. Students should work closely with advisors in their teaching major and teaching minor departments to be sure that all requirements for graduation with a bachelor's degree are met.
- * **Licensure Program Course Requirements:** Current secondary teacher licensure course requirements are listed on page 3. Please meet with the UITE Education Advisor to review the licensure coursework in detail.

* Students may take a mix of general education, bachelor's degree requirements, teaching major, teaching minor, and education courses at the same time.

PROGRAM POLICIES

Background Check: In order to participate in any field-based course in the licensure program, students must pass a State and Federal background check and have the results sent to the Utah State Board of Education. Background checks expire after 5 years, and may need to be renewed during your program and in order to be recommended for your teaching license. To complete the background check, students should go to: <https://uite.utah.edu/students/background-check/>

Fall Semester Licensure Year Time Commitment: During Fall semester of the licensure year, EDU 5490 has students in class or in the public schools from 7:30-10:30 (plus travel time to and from the schools) 3 days a week. EDU 5201 is an online component to the field work for students who wish to earn the ESL endorsement. Students may take additional classes in the afternoon/evening. Due to travel from local public schools, we advise NOT taking additional classes prior to 12:00 pm. Please be aware of the time constraints affiliated with school-based classes.

Spring Semester Licensure Year Time Commitment: During Spring semester of the licensure year, students will assume the responsibilities of a regular classroom teacher. The time commitment during this phase of the program is extensive (i.e., 12 weeks of student teaching). Students are expected to be in the schools for full school days (i.e., 7:30 am – 3:30 pm, daily) as well as attend a weekly seminar held in the evening. The remaining weeks of spring semester will be spent in closing cohort activities and completing course-related assignments. Because of the intensive time commitment, working outside of school and/or taking additional classes will likely present extreme hardship. Additional coursework is strongly discouraged during this semester.

Student Teaching Placements: During the licensure year, teacher candidates teach under the guidance of a classroom teacher and a supervisor employed by the Urban Institute for Teacher Education. Student teaching assignments are located in a group of specially selected schools in which teacher candidates observe and practice teaching methods. Student teaching placements are arranged by the supervisor in consultation with the teacher candidate and school personnel. Due to the volume of student teaching placements and the variety of major/minor emphasis areas, personal circumstances (i.e., commute, etc.) are not criteria for placement. Working outside of school and/or taking additional classes will present excessive time demands.

Student Code: Letters indicating possible violations of the student code, and appropriate student responses, will be placed in the student's file. (www.sa.utah.edu/code)

GPA Requirements: Teacher education candidates should maintain a cumulative GPA of 3.0. After admissions into the program students must maintain a cumulative GPA of a 3.0 and a term GPA of a 3.0.

Minimum Cumulative GPA: Once admitted, teacher candidates must maintain at least a 3.0 GPA. If a teacher candidate fails to maintain a 3.0 GPA, they will be placed on scholastic probation and may not register for any licensure year courses.

Grade Requirements: All Education courses and prerequisites must be completed with a grade of “B-“ or better beginning fall 2020. Education and prerequisite courses completed prior to fall 2020 must be completed with a grade of “C” or better. Major/minor courses must be completed with a grade of “C” or better unless departmental grade requirements are higher. If departmental grade requirements are higher, the student will be held to the higher grade requirement. Teaching methods courses and all education courses must be completed with a grade of “B-” or better in order to advance to student teaching. If a student receives less than a “B-” in any licensure year course, they will be placed on scholastic probation and not allowed to student teach.

Repeating a Course: Courses in the Secondary program may only be repeated once.

Time Limit on Education Courses: Due to changes in the research base on teaching and learning, classroom practices, and Utah State Board of Education standards for teacher licensure, education courses must be taken within 5 years of beginning the licensure year. If courses are over 5 years old they may not be accepted towards the licensure program requirements.

Transfer & Equivalent Coursework: A formal request must be made by students for course equivalencies for the Secondary Teacher Licensure Program by submitting course syllabi and transcripts for review. Course equivalency approval is required from the Director of the Urban Institute for Teacher Education.

Pre-Licensure Course Offerings: Pre-licensure courses are not guaranteed to be offered every semester. Students are encouraged to meet with advisors in the Urban Institute for Teacher Education and in his/her major and minor departments to receive the most current course scheduling information.

Licensure Year Pre-requisites: All pre-requisite coursework in the Secondary Teacher Licensure Program (i.e., general education, bachelor’s degree requirements, teaching major and teaching minor courses, and pre-licensure coursework) must be completed prior to starting the spring semester of the licensure year (full time student teaching).

APPLICATION POLICIES FOR LICENSURE PROGRAMS

Admissions Notification: Applicants will be notified by mail of acceptance or denial approximately 6 weeks after the first of the month in which the application is reviewed. Applicants have the opportunity to appeal the decision to the Director of the UITE within 14 business days following notification of the admissions decision.

Incomplete Applications: The UITE is not responsible for any materials missing from files. Complete files will be reviewed by the Admissions Committee. There is no guarantee that incomplete files will be reviewed.

Time Limit on Licensure Program Completion: The licensure year/student teaching placement can only be reserved for upto six semesters (not including summers) after acceptance into the program. Students apply and are saved into a specific licensure year. If a student is unable to begin the licensure year as planned, they must submit a written request to postpone.

Admissions Files: Admissions files become the property of the UITE and will not be returned to the applicant, nor will letters of recommendation be forwarded for scholarship application purposes.

Nondiscrimination Policy: The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notification is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, (801) 581-8365 (voice and TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

APPLICATION REQUIREMENTS & PROCEDURES

Rolling Admissions: Candidates for the Secondary Teacher Licensure Program are admitted on a rolling admissions basis. Admission is contingent upon meeting the admissions criteria and availability of space. Complete application files are reviewed monthly. Complete applications must be received no later than **February 1st** prior to the anticipated licensure year (i.e., if you plan to start the licensure year Fall 2022, your application must be submitted no later than February 1, 2022). Students are encouraged to apply early. We have a soft fall deadline of **October 15th**.

Please upload all application materials to the online UITE application. The Urban Institute for Teacher Education is not responsible for any materials missing from application files. Students may apply once they have completed EDU 1010 Introduction to Teaching, and are within three years of beginning the licensure year of the program.

Minimum Standards for Application: Due to the competitive nature of the program, meeting minimum admissions standards does not guarantee acceptance into the teacher licensure program. Admission preferences for the teacher licensure program will be given to students who will teach in areas of greatest need, based on the information provided in the Index of Criticality. Students with a teaching minor in addition to their teaching major will also be given preference.

1. **Complete the Application for Admission to Teacher Education Programs.** This is available on the Urban Institute for Teacher Education website: <https://uite.utah.edu/students/admissions/>.
2. **Statement of Professional Purpose:** Submit a statement informing the Admissions Committee of your strengths as a candidate in the teacher education program in the Urban Institute for Teacher Education at the University of Utah. Essays should be approximately two pages in length and may be double-spaced. Your essay will be evaluated on its content as well as your ability to convey your ideas in formal academic language using standard writing conventions. Use the following rubric to assist in writing your statement. Students should upload this statement as part of their online application.

Criteria	INADEQUATE	ADEQUATE
Illustrate your commitment and passion to the teaching profession	The writer does not provide an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement does not convey the writer’s passion to the teaching profession.	The writer provides an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement adequately conveys the writer’s passion to the teaching profession.
Discuss your commitment to the mission of the Urban Institute for Teacher Education (UITE) with regard to diversity and multicultural education	The writer does not provide sufficient evidence of a commitment to the mission of the UITE and to issues related to diversity, including but not limited to language, culture, ability and does not address why the writer is committed to this mission.	The writer provides sufficient evidence of a clear commitment to the mission of the Urban Institute of Teacher Education and to issues related to diversity in its varied forms, including but not limited to language, culture, and ability and addresses why the writer is committed to this mission.
Demonstrate your ability to think deeply about and analyze contemporary educational issues	The writer does not provide evidence that the writer can think deeply about contemporary educational issues that affect youth in today’s society.	The writer provides clear evidence that the writer can think deeply about contemporary educational issues that affect youth in today’s society.
Attend to the overall organization and flow of your statement and clarity of your writing	The writer’s statement is generally unclear and/or not succinct and/or may be rambling and/or meaning is hidden and/or paragraphs poorly structured. No structure is used to convey ideas.	The writer’s statement is clear and succinct, and paragraphs are well organized. Meaning is clear to readers. The writer uses an appropriate structure to convey ideas.
Attend to standard conventions of writing, including spelling, usage, punctuation and grammar	The writer does not use standard conventions of writing or makes many errors in spelling, usage, punctuation or grammar. The writing piece does not look presentable.	The writer uses all standard conventions of writing with few or no errors in spelling, usage, punctuation and grammar. The writing piece looks presentable.

<p>Use formal academic language rather than colloquial or informal conversation</p>	<p>The writer uses conversational and/or colloquial language—use of contractions (isn't, doesn't, shouldn't); and informal vocabulary terms such as “and so,” “like,” “get,” “very,” “of course,” “a lot,” “lots,” “good,” “really,” “kind of.”</p>	<p>The writer addresses the Admissions Committee and uses formal academic language throughout the statement.</p>
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1. **Current and Official Transcript from the University of Utah and from all other Universities and Colleges Previously Attended:** Submit current and official transcripts from the University of Utah and from **all other** colleges and universities previously attended, no matter how long ago or how little credit was earned, including all correspondence and/or foreign credit. A “Summary of Transfer Credit” will **not** be accepted in lieu of official transfer credit transcripts. A high school transcript will not be accepted for concurrent enrollment courses. Students must request a transcript from the Institution that they completed the coursework. Students may also order a transcript online from the Institution and have it sent to themselves. Once a student is ready to apply to the program they will upload it with the rest of their application materials. The UITE does not have access to transcripts submitted to the Admissions Office. A Summary of Transfer Credit will not be accepted. Paper copies can be brought into the UITE office. Electronic transcripts are preferred.
2. **Submit a Completion Plan.** This form is available on the UITE website. List all major, minor, general education, bachelor’s degree requirements, and education courses that are not yet completed. This plan demonstrates that you can reasonably complete all of your remaining course requirements prior to student teaching, and are therefore eligible to apply to the program. Students should upload this form as part of their online application.
3. **Submit Departmental Major/Minor Sign-Off forms.** Forms are available on the UITE website. Students must meet with their major and minor advisors to have the forms completed. Students should upload this form as part of their online application.
4. **Letters of Recommendation.** Three letters of recommendation must be submitted. Letters must be typed on official letterhead from the recommender’s organization. Letters and forms can be uploaded online here: <https://uite.utah.edu/students/admissions/>. **Note: Family, friends, and religious advisors are considered inappropriate references.** Submit a letter in each of the following areas:
 - a. **Academic:** This letter must be written by a professor in your **major** subject area, who can speak to your intellectual performance and scholastic abilities.
 - b. **Professional:** This letter should be written by an employer or an additional course instructor, who can address your professional competencies (i.e., reliability, initiative, organization, communication skills).
 - c. **Teaching and Working with Youth:** This letter should be written by a professional educator who has supervised and/or observed you while you interacted with junior high and/or high school age children in an **academic setting** (Recommended sources include volunteer work or practicum experiences in public schools affiliated with university coursework.)

Please complete the Reference Identification form found on the admissions website: <https://uite.utah.edu/students/admissions/>. This form is only to be completed once, either before you complete your UITE Admissions application or as you are completing the Admissions application. Students should enter the email address that the Recommender uses most frequently. Students using a University of Utah employee such as a faculty member should use the email address for that person. The UITE email address should not be used to have a letter submitted. An email is then generated and sent to the Recommender with a form and a space to upload their letter. Once a form and letter is submitted, the student will receive an email informing them that the Recommender submitted it. Students will not receive a copy of the letter of recommendation.
5. **Praxis Exams**
Submit scores from your Praxis II Content area or the Praxis I Core Academic Skills for Educators: Reading, Writing, and Math. These tests are a computer-based test. You do not need to take both the Praxis I and Praxis II for admissions into the program. However you will need to submit your Praxis II Content Area test scores to begin the licensure year and to be recommended for your license. Registration procedures:

Registration	Register online at www.ets.org/praxis Students may register for Praxis I sections individually (test codes 5712, 5722, 5732), or for the combined test (test code 5751). Students can find information about the required Praxis II test online here: https://www.ets.org/praxis/ut/requirements/
Test Dates	Offered multiple times a year during testing windows. Check the website for availability.
Test Preparation	Information about each test section is available online at www.ets.org/praxis . Click on “Prepare for a Test” under the heading “For Test Takers.” The drop down menu has separate information for each section. Check for <i>tests at a glance</i> and <i>study guides</i> under all three sections.
Scoring	Each section is scored 100-200. Scores are valid for 5 years. The minimum scores for Praxis I: Test 5712 Reading: 516 Test 5722 Writing: 162 Test 5732 Mathematics: 150 The minimum scores for the Praxis II tests varies and be found on the ETS website. You must meet USBE minimum scores to pass the Praxis II.
Retrieving your Scores IMPORTANT	Students are responsible for uploading a copy of their full score report (3 pages) including all subtest scores and breakdown scores found on page 3 of the score report in their online application. You must retrieve your scores online by logging into the ETS website to view and print your scores. The UITE does not receive Praxis scores from ETS. Dates when scores will be available are published on the ETS website. Please begin checking for your score report 2-3 weeks after you have taken the test. Scores are valid for 5 years. **Score reports are only available for 45 days after they are posted.**

Background Check: If your background check has expired, it must be renewed in order for you to apply to the program. Students should submit their [CACTUS Screenshot](#) for background check verification for admission. See the Utah Licensure Legal Policies section on the last page for details.

EXIT EXAMINATIONS

All teacher candidates are required by law to complete exit examinations. More detailed information will be given about exit exams upon acceptance into the licensure year of the program. Exit exams are required in the following areas:

- Teaching Major & Teaching Minor: Students must take and pass **Praxis II content knowledge tests in all subject areas** they will be licensed in. If a student is completing the ESL endorsement, then they need to take the **ESL Praxis II**. Students must submit full score reports, including break down scores found on page (3 pages) to the UITE Advisor in order to be recommended for their teaching license. Minimum passing scores are determined by the Utah State Board of Education.
- **Praxis Performance Assessment for Teachers (PPAT)**. All students must successfully complete PPAT to be recommended for their teaching license. Teacher Candidates at the University of Utah are expected to comply with Utah State Board of Education requirements for performance assessment. The University of Utah uses the Praxis Performance Assessment for Teachers (PPAT) as a criterion for licensure recommendations. Please see <https://www.ets.org/ppa/test-takers/teachers/about> as well as program handbooks for more information.
- Students completing a **Math teaching major** must meet the Math department’s minimum required test score in order to be cleared for graduation and receive their bachelor’s degree. See the Math advisor for more information.
- Students completing a **teaching major or minor in a Foreign Language** must also complete an oral proficiency exam in addition to the written language exam. An advanced oral rating is required in order to graduate with a Foreign Language teaching major or minor.

An **official Oral Proficiency Interview** is required in order to be recommended for a teaching license in any foreign language. Proficiency must be demonstrated through an official OPI from the American Council on the Teaching of Foreign Languages (ACTFL) administered by Language Testing International <http://www.language-testing.com/>. The OPI is an internationally recognized test, and ratings will be valid for licensure in most states, as well as in many other professional applications. Students must receive a rating of advanced-low or higher. Students must submit a copy of their rating report to the secondary education advisor by the end of their student teaching experience in order to be recommended for licensure in the language.

UTAH LICENSURE LEGAL POLICIES

In addition to the professional requirements for licensure, the state requires:

Background Check for Initial Licensure: By legislative mandate, applicants for teaching licenses in Utah are required to have completed and passed a background check, including fingerprinting. Background check clearance expires after five years, and may need to be renewed during the program and in order to be recommended for a teaching license.

Proof of Background Check and Fingerprinting Completion: A background check and fingerprinting must be completed and cleared through the Utah State Board of Education. Applicants need to include proof that they have initiated and completed this process ([USBE CACTUS Screenshot](#)), with their application.

To initiate the background check and fingerprinting process, please complete the following steps found at our website: <https://uite.utah.edu/students/background-check/>. To ensure that the background check is completed fully and completely, it is strongly encouraged that applicants follow the steps listed on the website.

Steps include:

1. Go to www.utah.gov/teachers.
2. Select “Background Check” for initial licensure. Follow the prompts.
3. Select the “Live Scan” method for fingerprinting.
4. Your forms will be emailed to you. Print this form and take it with you to either:

Physical Fingerprinting Locations

BCI – Bureau of Criminal Identification 3888 West 5400 South, Salt Lake City, Utah 84118, 801-965-4445.
Hours: Monday – Friday 8am to 5pm.

Your Unique Prints Fingerprinting (YUP) locations. YUP locations can be found here: <https://www.yupfingerprinting.com/>

Your results will not be sent to USBE if you do not take the emailed form with you to BCI or YUP locations.

5. A fee of \$15 will be paid at the BCI to complete your Live Scan fingerprinting. YUP may have fees of their own. Please save your receipt.
6. Your Background check is good for five years.

An email notification from the Utah State Board of Education will be sent to you and to the College of Education when you have cleared the background check and the process is complete. Please keep this email for your records. You must submit the CACTUS screen shot for your background check verification. You must clear the background check in order to complete the licensure program.

Please be aware that background checks and fingerprints are valid for five years. If a student’s clearance has expired prior to completion of the program and licensure recommendation, they will need to renew their background check and fingerprints. Also, if anything occurs during the course of the program to render a student’s background check invalid, the student will be pulled from the program and will not be allowed to continue.

You have 60 days from the time you initiate your background check with the USBE online to complete the fingerprinting process with BCI. You must take the generated Live Scan form from the USBE website with you to BCI to complete your fingerprinting process, otherwise your results will not be sent to the USBE. If you do not take the form with you, or if you do not complete the fingerprinting process within 60 days, you will have to begin the process over again and pay all fees to the USBE again.

Criminal Conviction: Teacher licensure may be denied by the state of Utah because of a previous criminal conviction. You must contact the Associate Dean for Professional Education in the College of Education before proceeding with your program in teacher licensure if you have any questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Board of Education, 250 East 500 South, Salt Lake City, Utah 84111, reviews all such cases.

INTERNET RESOURCES

Urban Institute for Teacher Education (UITE)
uite.utah.edu

University of Utah Career Services
<http://careers.utah.edu>

College of Education Scholarships
<http://education.utah.edu/students/financial-aid.php>

Utah State Board of Education (USBE)
www.schools.utah.gov/cert/

Admissions Office
<http://admissions.utah.edu/>

USBE List of Endorsement Areas
www.schools.utah.gov/cert/Endorsements-ECE-License.aspx

Class Catalog & Schedules
www.utah.edu/students/catalog.html

Alternative Pathway to Professional Educator License (APPEL) Program
appel@schools.utah.gov

Campus Information System
<http://gate.acs.utah.edu>

Criticality Scales by Region
www.aace.org

Tuition Information
<http://fbs.admin.utah.edu/income/>

Teacher Education Workshop Series
<https://uite.utah.edu/programs/teacher-education-workshop-series/>

Financial Aid & Scholarship Office
<http://financialaid.utah.edu/>

UITE Admissions
<https://uite.utah.edu/students/admissions/>

Background Checks and Permission Codes
<https://uite.utah.edu/students/background-check/>