ALTERNATIVE ROUTES TO LICENSURE, Utah State Office of Education, Educator Quality and Licensing,
250 East 500 South, P.O. Box 144200, Salt Lake City, Utah 84114-4200

Name: _____ Date _____

ALTERNATIVE ROUTES TO LICENSURE
APPLICATION FORM

ARL's "Open Window Period" for accepting applications is March 1st thru July 31st of each year. If a school is considering an applicant for hire and wants us to accept an application for review outside this window period, the school administration or Human Resources would need to contact ARL directly.

IMPORTANT NOTE: You must complete a background check prior to mailing your application. Register and obtain an authorization form online at www.utah.gov/teachers. Follow directions and take authorization form to a Livescan background center listed on the authorization form. Applications without a background check will be returned. (See ARL Licensing Process: http://schools.utah.gov/cert/Alternative-Routes-to-Licensure/Licensing-Process.aspx)

AN APPLICATION MUST INCLUDE:

1) A COMPLETED **APPLICATION FORM**

2) $100.00 EVALUATION **FEE**

3) ORIGINAL **TRANSCRIPTS** with degrees posted. The minimum education for licensure is a bachelor's degree from a regionally accredited university. Please include with your application an original transcript showing your posted degree. Educator Licensing does not accept photo copies.

A. If you have foreign transcripts, you must also include a **Foreign Credential Evaluation**.

B. If English is not the primary language spoken in your degree's country of origin, you must also submit an **English Oral Proficiency Language Test**.

4) IF APPLYING FOR ELEMENTARY, EARLY CHILDHOOD, or SPECIAL EDUCATION, ALSO INCLUDE A COMPLETED **CONTENT COURSE ELIGIBILITY CHECKLIST** FOUND ON THE ELIGIBILITY PAGE.

If you are applying for elementary or early childhood or Special Education, you must first meet the content course eligibility requirements. Complete a review of your transcript using the eligibility checklist found on the ARL eligibility page. Carefully follow directions to list only applicable courses. You must include the completed checklist with your application. If you are interested in teaching Special Education, see the website at http://www.schools.utah.gov/sars/Quick-Links/Licensure.aspx for additional application requirements.

5) IF APPLYING FOR SECONDARY SUBJECT AREAS (IF NOT YOUR DEGREE MAJOR), ALSO INCLUDE A COMPLETED **ENDORSEMENT CHECKLIST** FOR EACH SUBJECT AREA YOU WISH TO BE CONSIDERED FOR.

Utah Educator Licenses in secondary education require subject area endorsements. You must either have a **degree major** in the subject area you wish to teach **OR** by complete **all the endorsement requirements** for the area(s) PRIOR to being eligible. Endorsements requirements can be found at http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx.

Your $100 ARL evaluation fee covers this review so NO additional fees are required for this.

Degree Area: Please indicate the subject area(s) which are directly related to your Degree Major specified on your transcript: (i.e. Biology, Math, English, History, Visual Art, etc.)

OR

If NOT in your Degree Area: If you are applying for Secondary Subject Areas that are NOT in your Degree Major, you **must include a completed endorsement checklist for each area** you wish to be considered for with this application. All endorsement coursework and testing requirements (except "Methods of Teaching") must be completed PRIOR to being eligible. Please indicate the NON-DEGREE related subject area(s) for which you have included endorsement forms:

6) MAIL ALL ITEMS TOGETHER IN ONE ENVELOPE. UNLESS INDICATED BY AN ASTERISK (*) ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED.

USOE Alternative Routes to Licensure Application Form continued… Date _____

Personal Data

Last Name	First Name	Middle	Birth Name

Street Address	City	State	Zip Code

Telephone	Date of Birth	Social Security Number	Ethnicity*	Gender

Email

Have you ever earned a teaching license in Utah, the U.S., or elsewhere?: Yes _____ No _____
If yes, please explain:

U.S. Citizenship: Yes _____ No _____
If no, does your residency or visa status permit employment? Yes _____ No _____

Conviction History: Have you ever been charged with violating any law other than a minor traffic violation AND the charge resulted in anything other than a dismissal? you must report "Driving under the Influence" convictions.
Yes _____ No _____
If Yes, Please Explain on a separate sheet and attach it to this application.

How did you hear about ARL?

Why did you choose Alternative Licensure over a traditional university teacher preparation program?*

EDUCATION

College or University	Degree	Date Received	Major	Minor

If USOE receives evidence that you have made false statements on this application, your license may not be granted, and your temporary license may be suspended or revoked.

I verify that these statements are true. _____

Signature Date

ADDITIONAL FEES (after eligibility has been determined)

1. After a candidate is hired, a $400 program and tracking fee is assessed at the time a professional growth plan is developed.
2. Participants are responsible for the cost of all licensure requirements such as courses, testing, and workshops.
3. At the completion of the ARL program, a $55 license fee is assessed **(All fees are non-refundable)**