



Level 1 – Academic Pathway to Teaching License Application

Applicant Information

Name _____ CACTUS ID _____

Email _____ Date submitted _____

If you are employed at a local education agency (LEA) in Utah, please indicate here:

LEA: _____ School: _____

Overview:

1. This application is for individuals applying for a Level 1 – APT license under Utah Administrative Rule R277-511.
2. To be eligible for this license an individual must hold a bachelor’s degree or higher from a regionally accredited institution, pass the appropriate content knowledge assessment, complete a Utah State Board of Education background check, and complete the Educator Ethics Review at www.utah.gov/teachers.

Application Checklist

_____ Complete Licensure Application.

_____ Attach original college/university transcripts.

1. *For degree information, attach original transcripts and enter the information exactly as it appears on the original transcripts on page 2.*
2. *USBE will accept electronic transcripts only if sent directly from the college/university through a transcript clearinghouse to transcripts@schools.utah.gov. Electronic transcripts should be emailed before you submit your application.*
3. ***Please list any electronic transcripts being sent to USBE for this application:***

4. *Photocopies and printed or forwarded electronic transcripts will not be accepted.*

_____ Attach copy of test results for appropriate content knowledge assessment.

_____ Mail to:

USBE Licensing

250 East 500 South

P.O. Box 144200

Salt Lake City, UT 84114-4200

For specific questions relating to this application contact the Licensing Coordinator:

Travis Rawlings, (801) 538-7601, travis.rawlings@schools.utah.gov.

License Area and Endorsement

Select the license area for which you are applying. If you are applying for secondary then you must also select the appropriate endorsement.

_____ Elementary Education (K-6)

OR

_____ Secondary Education (6-12) Endorsement: _____

Requirement 1: Bachelor’s degree or higher from an accredited institution

Please list degree information

Name of institution that granted degree _____
Confer date on transcript

Degree title posted on transcripts _____
Major posted on transcripts

Requirement 2: Pass the Appropriate Content Knowledge Test

Test name or number: _____ Date Taken: _____ Score: _____

If your test results are already recorded in CACTUS, you do not need to include a copy of your test score report.

Requirement 3: Complete a Background Check through the Utah State Board of Education

Background Check Clearance Date: _____

This information will be verified in CACTUS.

Requirement 4: Complete the Educator Ethics Review

Educator Ethics Review Completion Date: _____

This information will be verified in CACTUS.