

Business, Finance and Marketing Comprehensive Endorsement Application



This endorsement connects to a SECONDARY license area of concentration only.

Full Name:

E-mail Address:

Address:

City, State, Zip:

Home Number:

Mobile Number:

Cactus ID:

Do you have a current teaching assignment?

Yes No

If Yes

LEA of Assignment:

School of Assignment:

The Business, Finance and Marketing Essentials endorsement authorizes the instructor to teach:

ACCOUNTING 1, & 2, ADVANCED ACCOUNTING, BUSINESS MATH AND PERSONAL FINANCE, BUSINESS COMMUNICATIONS 1, & 2, BUSINESS LEADERSHIP 1 & 2, BUSINESS MANAGEMENT, BUSINESS & MARKETING CAPSTONE, BUSINESS OFFICE SPECIALIST, CUSTOMER SERVICE, DIGITAL BUSINESS APPLICATIONS, DIGITAL GRAPHIC ARTS INTRO, DIGITAL LITERACY, DIGITAL MARKETING, EXPLORING BUSINESS & MARKETING, EXPLORING COMPUTER SCIENCE, ECONOMICS, ENTREPRENEURSHIP, EVENT PLANNING & MANAGEMENT, HOSPITALITY & TOURISM, INVESTING & WEALTH MANAGEMENT (COMING 2023-24), LODGING & RECREATION, MARKETING, REAL ESTATE, RETAILING, SPORTS & ENTERTAINMENT MARKETING, WEB DEVELOPMENT 1 & 2, AND WORD PROCESSING.

Which endorsement level would you like to apply for:

Associate:

Professional:

Associate Level Endorsement Requirements

EDUCATOR MUST COMPLETE THE FOLLOWING REQUIREMENT
BEFORE applying you MUST qualify in this area.

Transcripts

By clicking this box, I acknowledge that my transcripts have been sent to transcripts@schools.utah.gov (or are already on file) in order to process my endorsement application. Failure to provide my transcripts will result in my application being denied.

BUSINESS, FINANCE AND MARKETING REQUIREMENTS

OPTION 1 - University Courses

Accounting - 3.0 Credits in Accounting must pass with a C or higher grade.

University: Course: Grade: Date:

Business Communication - 3.0 Credits in Business Communication must pass with a C or higher grade.

University: Course: Grade: Date:

Business Finance - 3.0 Credits in Business Finance must pass with a C or higher grade.

University: Course: Grade: Date:

Business Management - 3.0 Credits in Business Management must pass with a C or higher grade.

University: Course: Grade: Date:

Business Law - 3.0 Credits in Business Law must pass with a C or higher grade.

University: Course: Grade: Date:

Marketing - 3.0 Credits in Marketing must pass with a C or higher grade.

University: Course: Grade: Date:

Digital Marketing - 3.0 Credits in Digital Marketing must pass with a C or higher grade.

University: Course: Grade: Date:

Endorsements may attach to a license area of concentration. Content endorsements may attach to Elementary Education and Secondary Education. If attached to Elementary Education, the educator is qualified to teach 7th and 8th grade in a middle school. To be eligible for an endorsement area, you must already have a current Utah Educator License.

Economics - 3.0 Credits in Economics (Micro or Macro) must pass with a C or higher grade.

University: Course: Grade: Date:

OPTION 2 - Masters in Business Administration (only)

University: Course: Grade: Date:

COMPUTER SCIENCE & DIGITAL MEDIA REQUIREMENTS

(Must be completed within the last 5-years from application date)

OPTION 1 - Universtiy Courses

Web Design - 3.0 Credits in Web Design must pass with a C or higher grade.

University: Course: Grade: Date:

Computer Science - 3.0 Credits in Computer Science must pass with a C or higher grade.

University: Course: Grade: Date:

Computer Applications - 3.0 Credits in Computer Applications must pass with a C or higher grade.

University: Course: Grade: Date:

Digital Media - 3.0 Credits in Digital Media must pass with a C or higher grade.

University: Course: Grade: Date:

OPTION 2 - Industry Exams Through Certiport.com (only)

Industry exams can be taken for Computer applications and Digital Media courses that are older than 5 years. All industry exams are taken through www.certiport.com. Microsoft exams are used for Computer Applications and Adobe exams for Digital Media. 1 test for each credit needed in the latest versions available.

Microsoft Work

Microsoft Excel

Microsoft PowerPoint

Adobe Photoshop

Adobe Illustrator

Adobe Premiere Pro

*Pre-approved Web design or CS exams offered through Certiport.com, these are TBD

Application Signature

Professional Level Endorsement Requirements

Educator must complete all of the following requirements

1. Complete the requirements for the Associate level endorsement. Date
2. Choose one option for CTE knowledge and experience: Date
 - Complete the USBE CTE Orientation Canvas course.
 - Complete 3 full years of Utah CTE teaching experience.
 - Currently hold a professional CTE endorsement.

It is strongly encouraged that you choose the first option and complete the CTE Orientation course within your first year.

3. Complete a CTSO DECA/FBLA training by completing one of the following options.
 - Option 1: Attend the new advisor training held in the fall each year. A substitute will be required. The date and time will be shared through the BFM listserv. Or
 - Option 2: Volunteer to be a Judge at a Region or State DECA/FBLA competition. Regions are held in the fall, and State is held in the Spring each year. Dates will be sent through the BFM listserv. A substitute will be required. Date

4. Complete the Methods of Teaching Business course through a regionally accredited institution (SUU, USU, UVU) with a C grade or higher. Date

5. Schedule an interview with the CTE Specialist in order to demonstrate to the satisfaction of the USBE's CTE Specialist that you have both the necessary knowledge and skills to effectively teach students all of the competencies outlined in the strands & standards for the courses authorized by this endorsement. (This application will not be approved until the interview has been completed)

Applicant's Signature