

# Business, Finance and Marketing L1 Info Management Endorsement Application

This endorsement connects to a SECONDARY license 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 L1 Info Management endorsement authorizes the instructor to teach:

DIGITAL BUSINESS APPLICATIONS, BUSINESS OFFICE SPECIALIST, BUSINESS AND MARKETING CAPSTONE, EXPLORING BUSINESS AND MARKETING, DIGITAL LITERACY, DIGITAL MARKETING 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.

ALL Transcripts

By clicking this box, I acknowledge that my transcripts have been sent to [transcripts@schools.utah.gov](mailto: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.

Option A - Applicant must hold a bachelor's degree in a Business, Finance or Marketing or related degree from a regionally accredited College or University AND satisfy one of the following competency options in each category. ( all course work or Industry exams must be taken in the last 5-years to be applied to the endorsement.)

Computer Science (Select one competency option)

- a. 1.0 Credits in Computer Science or a Web language such as HTML 5, Java Script, CSS, Python, or C++

University:

Course:

Grade:

Date:

- b. Related Industry Certificate (1 required)

[Upload certification .](#)

Computer/Digital Literacy (Select one competency option)

- a. 3.0 Credits in Computer/Digital Literacy -must pass with a C or higher grade.

University:

Course:

Grade:

Date:

- b. IC3 Certificate

[Upload Certificate](#)

Spreadsheets (Select one competency option)

- a. 1.0 Credits in Spreadsheets must pass with a C or higher grade.

University:

Course:

Grade:

Date:

- b. Related Industry Certificate

[Upload certification .](#)

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. ADA Compliant: September 2023

Word Processing (Select one competency option)

a. 1.0 Credits in Word Processing must pass with a C or higher grade.

University:

Course:

Grade:

Date:

b. Related Industry Certificate      [Upload certification .](#)

Digital Marketing (Select one competency option)

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

University:

Course:

Grade:

Date:

b. Attend the USBE Methods of teaching Digital Marketing summer bootcamp.

Date:

Option B- Applicant must hold a bachelor's degree in a Business, Finance or Marketing or related degree from a regionally accredited College or University AND have six (6) years of documented, related Business, Finance, Marketing, or Web design field or industry within the ten (10) years prior to applications. Documentation shall consist of a letter from a supervisor on company letterhead indicating duties, responsibilities, and dates of employment. [Submit a reference name and email of your previous employer here.](#) (Must be a supervisor/direct upper management)

Applicants Signature

## Professional Level Endorsement Requirements

Educator must complete all of the following requirements

1. Complete the requirements for the Associate level endorsement. Date
2. Complete the USBE's online CTE Orientation course OR have 5 consecutive years of teaching experience in Utah CTE within the last 10 years verified by the endorsement specialist.  
Date  
IT IS HIGHLY RECOMMENDED THIS COURSE IS COMPLETED WITHIN THE 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