

College and Career Awareness/ Digital Literacy Endorsement

Specifications, Competencies & Requirements

PURPOSE

This endorsement is meant for certified teachers interested in teaching **Digital Literacy** courses. It is attached to a current Utah Educator License with a concentration in **Elementary** and **Secondary** Education.

Upon attachment of this endorsement to a Utah educator license, educators will be approved to teach the following USBE courses:

College and Career Awareness
Digital Literacy
Word Processing
Elementary Keyboarding

ENDORSEMENT TYPES

Prerequisite

Demonstrate an understanding of Career and Technical Education (CTE) basics.
CTE Knowledge

Associate Level Requirements

Applicants must complete any **ONE** of the following competency requirements. The associate level endorsement is valid for up to three school years before it expires. Associate-level endorsements are non-renewable.

CTE Pathways and Career Clusters	Durable Skills
Career & Technical Student Organizations (CTSO)	Digital Literacy
	Word Processing

Professional Level Requirements

The applicant must meet **ALL** the competency areas listed above.

COMPETENCY DETAILS & DESCRIPTIONS

Prerequisite

1. CTE Knowledge

Demonstrate an understanding of CTE basics:

- Explain how CTE links learning to specific Utah industries and what its main goals are.
- Know the licenses and endorsements needed to teach specific CTE courses.

- Describe how CTE is organized into clusters and pathways at the state, district (LEA), and school levels, and how this helps students succeed after graduation.
- Locate and use the state's strands and standards in lesson plans.
- Explore CTE student organizations (CTSOs) and professional groups and explain how they support students and teachers.
- Explain how advisory boards, with industry members, make sure programs meet job market needs and maintain safe learning environments.
- Understand the basics of securing funding, planning for the future of the program, and participating in the state Program of Quality Review (PQR) to ensure program excellence.

Select **one** of the following options:

- **USBE Course:** [CTE Orientation](#)
- **Complete THREE years of full-time CTE Teaching in Utah**
- **Currently hold a professional-level CTE endorsement**

Endorsement Competencies

2. CTE Pathways and Career Clusters

Demonstrate knowledge of CTE Career Clusters, pathways, and progression.

Select **one** of the following options:

- **College & Career Annual Teacher Training:** Course runs from September 1-April 30 of each school year. Self-enroll at <https://www.schools.utah.gov/cte/cca/calendar>
- **USBE Microcredential:** College and Career Awareness Pathway (coming)

3. Career & Technical Student Organizations (CTSO)

Demonstrate working knowledge of Utah CTE-recognized CTOSs and the benefits of student engagement.

Select **one** of the following options:

- **Judge at a Utah region or State CTOS Event**
- **Be an advisor of a CTOS for 3 or more years in Utah**
- **USBE Microcredential:** Career & Technical Student Organizations

4. Durable Skills

Demonstrate knowledge of Utah CTE Durable Skills.

Select **one** of the following options:

- **USBE Microcredential:** Durable Skills Microcredential (coming)
- **College & Career Annual Teacher Training:** Course runs from September 1-April 30 of each school year. Self-enroll at <https://www.schools.utah.gov/cte/cca/calendar>

5. Digital Literacy

Demonstrate knowledge of the information processing cycle, digital communication, digital citizenship, and digital tools/media.

Select **one** of the following options:

- **USBE Digital Literacy Methods Workshop:** Typically held in the summer. Visit the USBE [CTE Calendar](#) for more information.

- **IC3 Digital Literacy Certifications:** Successful completion of the IC3 certification. Certifications can be found at [Certiport.com](https://certiport.com).

6. Word Processing

Demonstrate knowledge of basic word processing functions and composing at the keyboard.

Select ***one*** of the following options:

- **Microsoft Office Word Specialist (Office 2019) Certification:** [Certiport.com](https://certiport.com)
- **Pluralsight Courses:** Complete the following courses in the specific area of **Microsoft Word**.
Courses listed below are required to pass the Microsoft Office Word Specialist (Office 2019) Certification.

Course: [Word 2019 Essentials](#) (approximately 2H 44M)

Course: [Word 2019 Power Users](#) (approximately 1H 30M)

Course: [Word 2019 Pro](#) (approximately 1H 56M)