

# Elementary Keyboarding Endorsement

## *Specifications, Competencies & Requirements*

### PURPOSE

This endorsement is meant for certified teachers interested in teaching **Elementary Keyboarding** 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:

#### Elementary Keyboarding

**\*Holders of an Elementary are automatically endorsed to teach Elementary Keyboarding.**

### ENDORSEMENT TYPES

#### *Professional Level Requirements*

Applicants must complete the following competency requirements.

Keyboarding

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### COMPETENCY DETAILS & DESCRIPTIONS

#### *Endorsement Competency*

##### 1. Keyboarding

- Promote and model the foundational skills focused on technique awareness and mastery.
- Guide students to the foundational understanding of basic digital literacy, including hardware and software awareness, basic troubleshooting, and digital safety.
- Empower students to build on developing speed and accuracy while composing from dictation and printed and digital sources. and digital responsibility.

Select one of the following options:

- **USBE Elementary Keyboarding Methods Workshop:** Typically held in the fall & summer. Visit the USBE [CTE Calendar](#) for more information.
- Completion of the [ISTE Educator Certification Program](#).