



## Application for the Utah State Board of Education Library Media K-12 Endorsement

This endorsement may be attached to an Educator License with an Elementary, Secondary, or Special Education area of concentration. A person with an Educator License who completes the requirements for the Library Media endorsement will receive an endorsement indicating specialization in the area of Library Media K-12.

### Applicant Information

Name \_\_\_\_\_ Date application submitted \_\_\_\_\_

Cactus ID \_\_\_\_\_ Email \_\_\_\_\_

District \_\_\_\_\_ School \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Check One:**     \_\_\_\_\_     This is an application for a Library Media Endorsement

                  \_\_\_\_\_     This is an application for a State Approved Endorsement Plan (SAEP) for  
Library Media

### There are three (3) ways to earn the Library Media Endorsement

1. Successful completion of an approved Utah institution of higher education program for library media endorsement matching the seven requirements (see page 2) and successful passage of Praxis II: Subject Assessment Test 5311.
2. Complete coursework equivalent to an approved program matching the seven requirements (see page 2) and successful passage of Praxis II: Subject Assessment Test 5311.
3. Have a Masters degree in Library Science or Instructional Technology, with an emphasis on school library media, from an approved institution of higher education (see page 3) and successful passage of Praxis II: Subject Assessment Test 5311.

### University and Professional Development Courses Approved by USBE

1. Courses are to be a minimum of three semester hours.
2. Courses are to be upper division or graduate level.
3. Courses are to be taken within five (5) years of the date of this application.
4. University courses are reviewed and approved by agreement with USBE.
5. Professional Development courses must be pre-approved by USBE and entered in OnTrack.

### Instructions for Completing the Application

1. For university courses, attach original transcripts (internet transcripts are not acceptable), *with the courses highlighted*. In some cases, the university course name on the transcript is non-specific, e.g. "Special Topics in Education," or "School Library Services." If this is the case, submit either a syllabus from the course or a letter from the instructor or department with the following information: date of course, content, activities, etc., verifying that the course meets the requirement
2. For each of the seven required areas (see page 2), indicate the courses you have completed that satisfy each of the requirements. If the course name and number are not an exact match to those listed on the left (the pre-approved courses) check "other," and record in the box on the right the course you wish to substitute.
3. Please read the Frequently Asked Questions document on the web site for answers to other questions.  
<http://www.schools.utah.gov/cert/Endorsements-ECE-License/Library-Media.aspx>

Put a check next to the course that appears on your transcript.

Complete the boxes only if course is not listed on the left.

**1. Foundations of Library Media Programs**

- \_\_\_\_ SUU LM 4190/6190 Managing a Media Center
- \_\_\_\_ USU INST 5000/6060 SLM Foundations and Information Management

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**2. Library Media Center Administration**

- \_\_\_\_ SUU LM 4190/6190 Managing a Media Center
- \_\_\_\_ USU INST 5040/6040 SLM Administration and Leadership

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**3. Instructional Technology and Reference Skills**

- \_\_\_\_ SUU LM 4160/6160 Library Computer & Reference Skills and
- \_\_\_\_ SUU LM 3170/6170 Technology for Library Media Teachers
- \_\_\_\_ USU INST 5030/6030 Information Access and Technology

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**4. Informational Organization and Management**

- \_\_\_\_ SUU LM 4200/6200 Library Technical Services
- \_\_\_\_ USU INST 5025/6025 SLM Programs and Instructional Design

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**5. Collection Development**

- \_\_\_\_ SUU LM 4200/6200 Library Technical Services and
- \_\_\_\_ SUU LM 4190/6190 Managing a Media Center
- \_\_\_\_ USU INST 5015/6015 Collection Development and Literature

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**6. Children's OR Adolescent/Young Adult Literature (within last 5 years)**

- \_\_\_\_ BYU EL ED 340 or Sec Ed 276 Children's and Young Adult Literature
- \_\_\_\_ SUU LM 3120 Children's Literature
- \_\_\_\_ SUU LM 6180 Utilization of Literature in the Classroom
- \_\_\_\_ USU ENGL 3530 Children's Literature or ENGL 3510 Young Adult Literature
- \_\_\_\_ UVU EDEL 2330 Children's Literature or ENGL 4250 Adolescent Literature
- \_\_\_\_ WSU ENGL 3300 Children's Literature or ENGL 3310 Young Adult Literature
- \_\_\_\_ Westminster ENGL 383 Children's Literature or ENGL 384 Literature for Young Adults

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**7. Library Media Practicum in an Accredited School**

- \_\_\_\_ SUU LM 3100/6100 School Library Media Foundations (1 credit) and LM 4890/6890 Practicum(2 credits) OR LM 4890/6890 Practicum (3 credits)
- \_\_\_\_ USU INST 5090/6090 School Library Media Administration Practicum

Name of course _____
Date completed _____ #Hours _____
Sponsoring agency _____
Course description and transcript attached (y/n): _____
<i>Complete this box only if "Other" is checked.</i>

**Passing score on the Praxis II Subject Assessment 5311 test. Attach documentation.**

Information on all Praxis II tests can be found on the website: [www.ets.org/praxis](http://www.ets.org/praxis). To register for a test, go to the website and click on the quick link: "Register for a Test". To find information on the content of a particular test, click on the quick link: "Prepare for a Test".

### **Qualifying Masters Degree**

Have a Masters degree in Library Science or Instructional Technology, with an emphasis on school library media, from an approved institution of higher education **plus** complete a library media practicum in an accredited school or equivalent experience **and** experience or coursework in children's or adolescent/young adult literature within the last five years, **and** successful passage of Praxis II: Subject Assessment Test 5311.

### **Demonstrated Competency for One or More Requirements**

In lieu of university and/or approved professional development courses, the applicant may apply for a waiver of one or more course requirements through demonstrated competency. Demonstrated competency will be approved under the direction of the USBE Library Media Specialist. To determine an applicant's knowledge of each individual course, the applicant may be asked to document activities, submit evidence of proficiency, and participate in an oral interview and/or formal observation under the direction of the USBE Library Media Specialist or designee/s. Applicants for demonstrated competency also must pass the Praxis II: Subject Assessment Test 5311.

### **State Approved Endorsement Program (SAEP)**

1. An approved SAEP for Library Media allows the applicant to serve in a school library setting while working on the endorsement - meaning they are not yet highly qualified in Library Media and/or are employed in a school library media center.
2. The applicant has two years from the date the SAEP is approved to complete all requirements for the endorsement.
3. The applicant must have a minimum of nine hours toward the endorsement before applying for the SAEP.
4. The applicant must document the minimum of nine hours towards the endorsement on this application by attaching and highlighting transcript evidence.

### **Submitting the Application**

1. Print and complete this Endorsement Application.
2. Attach original transcript(s) and/or OnTrack printouts *with the relevant courses highlighted*.
3. Internet transcripts are **not** acceptable.
4. Transcripts may be submitted directly from the University to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Only transcripts emailed directly from the University will be accepted.
5. In order to be accepted, the application must include:
  - completed application,
  - highlighted transcripts, to:

#### **Utah State Board of Education**

#### **Teaching and Learning – Endorsements**

250 East 500 South

P.O. Box 144200

Salt Lake City, UT 84114-4200

### **For more information contact:**

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