

## Step by step Application Process

To receive a Level 1 – APT License area, follow these steps. Steps 1-3 are listed in the recommended order, but are interchangeable. These steps must *all* be completed prior to submission of the [APT application](#). Please check the Frequently Asked Questions (FAQ) for additional clarification.

### Step 1 – Complete a Utah State Board of Education (USBE) Background Check

To initiate a background check, go to [Educator Licensing Online](#). Select “Background Check”, follow the prompts, indicate the licensing procedure as “initial licensure.” If you selected the fingerprint card option, the cards will be mailed to the address you entered with instructions on how to proceed. If you selected the LiveScan option you will receive an email from support@utah.gov. The email will include an attached list of locations where you can get your fingerprints scanned as well as a fingerprint authorization form that you must present at the site to ensure that USBE receives the results of the check. Once the background check is completed you will receive an email notification. Depending on your email security settings, the emails above may be put in your junk/spam folder. If you do not receive one or all of these emails, please be sure to double check your junk/spam folder before contacting Educator Licensing.

### Step 2 – Pass the appropriate Content Knowledge Test

For most education areas, the approved test can be found on the [Licensure Test Requirements](#). Please note that APT can only be used for an Elementary (K-6) or Secondary (6-12) license area and this chart includes areas for which APT would not be an option.

In addition, the [American Board for the Certification of Teacher Excellence \(ABCTE\)](#) tests are approved as content knowledge tests in Utah for the following areas: Biology, Chemistry, English, Middle Level Science (General Science test), History, Mathematics, Physics, and Elementary.

For Secondary World Languages, an individual must pass both the appropriate Praxis test, if available, and the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI). If the language does not require a Praxis test, then only the OPI is necessary. For more information on the OPI go to [Language Testing International](#).

If the subject you are interested in teaching is not listed on the *Praxis Test Chart*, please contact us at 801-538-7740 to determine if an approved content knowledge test is available in that subject. For more information on the content of a specific Praxis II test or to register, go to the [Educational Testing Service website](#). If you are uncertain as to which test is correct, please contact us prior to registering for the test.

### Step 3 – Complete the Educator Ethics Review

The Educator Ethics Review must be completed prior to the issuance of a license. It can be done at [Educator Licensing Online](#). It typically takes between 20 to 30 minutes. Please be aware that you must have your Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) identification (ID) number to do the review. This ID is issued after you initiated a background check (see Step 1 above). To get your CACTUS ID you can create an account at [my.uen.org](#) or contact our office at 801-538-7740.

### Step 4 – Complete and Submit the Application

You can complete the APT application form online, print, then submit it to USBE. In addition to the form the packet should include:

1. Original transcripts showing a Bachelor’s degree or higher

Original transcripts means official transcripts, but not necessarily sealed in the official envelope. Photocopies or transcripts that you have electronically received will not be accepted. We will accept electronic transcripts only if they are sent directly from the college/university through a transcript clearinghouse to transcripts@schools.utah.gov. While not required, if an individual has multiple Bachelor’s or higher degrees, we recommend that applicants submit original transcripts for each awarding institution so the degree information may be included in CACTUS.

2. Documentation of a passing score on an approved content knowledge test

For a Praxis II test this documentation should be a print-out of the downloadable score report you receive about 3-4 weeks after taking the test. If you take the test after initiating a background check with USBE then we may receive your scores automatically. You can check by reviewing your CACTUS information through your [my.uen.org](#) account or by contacting our office at 801-538-7740.