



## Application for the Utah State Board of Education English Endorsement

This endorsement may be attached to an Educator License with an Elementary, Secondary, or Special Education area of concentration. A person with a Grades 1-8 Educator License who completes the requirements for the English Endorsement will be Highly Qualified to teach English in Grades 7 & 8. A person with a Grades 6-12 Educator License who completes the requirements for the English Endorsement will be Highly Qualified to teach English in Grades 6-12.

### Application Information

Name \_\_\_\_\_ Date application submitted \_\_\_\_\_  
Cactus ID \_\_\_\_\_ Email \_\_\_\_\_  
District \_\_\_\_\_ School \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

1. Successful completion of university or other pre-approved professional development courses matching the eight requirements (see Page 3).
2. Demonstrated competency for one course requirement (see Page 3).

### University and Professional Development Courses

1. Courses are to be a minimum of three semester hours.
2. Courses may be undergraduate or graduate.
3. Courses taken online with an accredited institution will be accepted.
4. Professional Development courses (e.g. those offered by universities or NUCC, SUTEC, etc.) must be pre-approved by USBE specialist entered in CACTUS.

### 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 Language Arts." If this is the case, submit either a syllabus from the course or a letter from the instructor or department verifying that the course meets the requirement.
  - a. For professional development courses, attach a copy of the Cactus report, with the course (s) highlighted.
  - b. Complete Page 2 of this application. For each of the seven courses required indicate the courses you have completed that satisfy each of the requirements.
  - c. Requirement 1 is passing the Praxis 5039. (Please attach your score report).

# Requirement to Earn the Utah State Board of Education English Endorsement

27 Credits and Praxis 5039 Required

<b>Requirement Area #1: Praxis</b>	
<b>1. Pass the Praxis 5039 (162 or higher)</b>	Submit a copy of the Praxis test report
<b>Requirement Area #2: Methods Course (12 credits)</b>	
<p><b>2. Teaching Secondary Language Arts</b> <span style="float: right; border: 1px solid black; padding: 2px;">3 Credits</span></p> <p>A course that focuses on the integrated teaching of the language arts to secondary students, emphasizing the Utah Core Standards</p>	<p>Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>
<p><b>3. Teaching Writing to Adolescents</b> <span style="float: right; border: 1px solid black; padding: 2px;">3 Credits</span></p> <p>A course that focuses on the teaching of writing to adolescents, including the writing process, use of multiple drafts, scoring with analytic rubrics, etc.</p>	<p>Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>
<p><b>4. Content Area Literacy Instruction</b> <span style="float: right; border: 1px solid black; padding: 2px;">3 Credits</span></p> <p>A course that focuses on the use all literacy skills, including reading and writing in the content areas.</p>	<p>Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>
<p><b>5. Adolescent Literature</b> <span style="float: right; border: 1px solid black; padding: 2px;">3 Credits</span></p> <p>A course that focuses on up-to-date literature from all genres for adolescents.</p>	<p>Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>
<p><b>6. American/Modern Literature</b> <span style="float: right; border: 1px solid black; padding: 2px;">6 Credits</span></p> <p>Courses are to be taken from American and /or modern literature. American literature study should represent the Puritan period to the present, including all genres. Modern literature should include contemporary novels, poetry and other genres.</p>	<p><b>#1</b> Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p> <p><b>#2</b> Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>
<p><b>7. British/World/Multi-Ethnic Literature</b> <span style="float: right; border: 1px solid black; padding: 2px;">6 Credits</span></p> <p>Courses are to be taken from the Anglo-Saxon period to the present. British literature study should represent all genres. World and minority literature should represent a broad spectrum of cultures, genders, races and nationalities.</p>	<p><b>#1</b> Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p> <p><b>#2</b> Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>
<p><b>8. Writing Content Course</b> <span style="float: right; border: 1px solid black; padding: 2px;">3 Credits</span></p> <p>A course that focuses on any form of writing such as argument, technical, creative, news</p>	<p>Course name and number: _____</p> <p>Date Completed: _____ Credits: _____</p> <p>Institution: _____</p> <p>Documentation provided in this application (check one):</p> <p style="text-align: center;"><input type="checkbox"/> Transcript                      <input type="checkbox"/> Cactus printout</p>

**On-line Courses Available from Utah State Board of Education  
in Collaboration with Utah  
Education network and Southern Utah University**

For endorsement courses offered by trimester and policy details (2013 SUU registration cost is \$21 per credit hour): <http://www.uen.org/development/usbe/ela/>

**Demonstrated Competency for One Course in the Endorsement Requirements**

Demonstrated competency, in lieu of one university course, will be approved under the direction of the USBE Content Area Specialist by successful completion of an evidence-based professional portfolio). For details go to the secondary English Language website:

<https://www.schools.utah.gov/file/1226962a-6959-42f0-8f7a-6db4445765e5>

**State Approved Endorsement Program (SAEP)**

1. An approved SAEP for the English Endorsement allows a secondary teacher to teach English classes while working on the endorsement—meaning they are not yet highly qualified in English.
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. SAEP processing fee to be paid by the candidate's district.
5. The applicant must document the minimum of nine hours on this application by attaching and highlighting transcript evidence.

**Submitting the Application**

**For electronic transcript:** Attach original transcript(s) with the relevant courses highlighted. Original transcripts with courses highlighted is preferred. They do not need to be sealed in an envelope, but they need to be originals, on the college/university transcript paper. Photocopies or transcripts 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](mailto:transcripts@schools.utah.gov). Please make a note on the application that your transcripts have been sent electronically to USBE. Electronic transcripts should be emailed before you submit your endorsement application.

1. \_\_\_\_\_ This application is for endorsement.
2. \_\_\_\_\_ This application is for State Approved Endorsement Plan (SAEP): (must have current license, be currently teaching in the endorsement area, and have 9 semester credits of content coursework toward requested endorsement.
3. \_\_\_\_\_ This Application is for ARL of Out of State (OOS) licensure.

**For those who are submitting** an Out of State (OOS) or Alternative Routes to Licensure (ARL) application must include a completed endorsement form.

## Submitting the Application

1. Print and complete this Endorsement Application.
2. Attach original transcript(s) and/or CACTUS printouts with the relevant courses highlighted.
3. Internet transcript are **not** acceptable.
4. Must include the following:
  - Completed application
  - Highlighted original transcript

### Send application to:

**USBELicensing**  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

### For more information contact:

Naomi Watkins  
USBELicensing Secondary ELA Specialist  
(801) 538-7616  
[naomi.watkins@schools.utah.gov](mailto:naomi.watkins@schools.utah.gov)

## Demonstrated Competency for One Course in the English Endorsement

In order to be eligible to apply for demonstrated competency you must:

1. Have a current Utah Secondary teaching level 2 license
2. Have taught English under contract in Utah for two years in a regular education English classroom within the previous five-year period.

Based on this eligibility, the applicant will demonstrate competency through the development of an evidence-based, professional portfolio for each individual course requirement that includes the following essential elements:

1. A thorough written explanation, with concrete examples, of how the teacher is using Utah's Teacher Effectiveness Standards to focus on instructional practices:  
[www.schools.utah.gov/CURR/educatoreffectiveness/Professional-Learning.aspx](http://www.schools.utah.gov/CURR/educatoreffectiveness/Professional-Learning.aspx)
2. Demonstrates competency in:
  - Using the Utah Core Standards in daily instruction [www.schools.utah.gov/CURR/langartsec/](http://www.schools.utah.gov/CURR/langartsec/)
  - Designing rigorous and engaging lessons, based on the Cognitive Rigor Matrix and Depth of Knowledge levels, FOR a wide range of students to support the achievement of and progress toward specific Utah Core Standards in each of the four strands:
    1. Reading (Literary and Informational Text)
    2. Writing (Argument, Expository, Narrative)
    3. Speaking and Listening
    4. Language
  - Using a range of student performance assessments (Depth of Knowledge 3 or 4 on the Cognitive Rigor Matrix), aligned to specific standards across the four strands, to adjust instruction to be included in the portfolio.
  - Analyzing student work from those specific performance assessments (samples of student work and the analysis as evidence) in a comprehensive expository essay by the teacher, including thorough responses to these framing inquiry questions:
    - What evidence from the students' work did you use to re-design your instruction? (This includes student work samples with a detailed analysis of how what you learned from students' work has helped you CHANGE your instruction for four specific students {struggling students with a focus on English Learners specifying the Language Proficiency level as well as students with IEPs or 504 plans and students who are also above average in their end of level summative assessments}.
    - How did you change your instruction for these specific students? Please include your lesson re-design. How did the students improve the quality of their work?

## **Timeline and Process:**

1. The Portfolio will be submitted to the USBE Secondary English Specialist and be assessed by a committee with two university professors, two teachers of English, and the USBE Secondary Specialist as a Pass/ No Pass.
2. If it is determined to be a no pass, feedback will be provided by each evaluator to the candidate and re-submitted to the USBE Secondary English Specialist within 30 days of the no pass designation.
3. Revisions will be reviewed by both the USBE Secondary English Specialist and the K-12 Literacy Coordinator to determine if the candidate's changes have addressed the feedback from each evaluator.
4. The secondary English specialist will notify the candidate within 2 weeks of the submission of revisions about the status of the demonstrated competency request.

**For electronic transcripts:** "Original copies of transcripts with courses highlighted is preferred. They do not need to be sealed in an envelope, but they need to be originals and, on the college/university transcript paper. 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](mailto:transcripts@schools.utah.gov). Transcripts should be sent before you submit your endorsement application. Please note on the application that transcripts have been sent electronically."

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