

Submit completed application, official transcripts, and all other required documentation to:



USBE Educator Quality & Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
801.538.7752



Application for an Automotive Collision Repair Endorsement or a State-Approved Endorsement Plan (SAEP)

This endorsement attaches to either a Secondary Education (6-12) License or a CTE License.

Full Name _____ CACTUS ID _____
Home Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Email Address _____
Do you have a current teaching assignment? Yes No
If so, where? District _____ School _____

Endorsement Requirements

The following requirements must be completed prior to application:

- 1. Hold either a CTE license or a Secondary Education (6-12) teaching license. Yes No
2. Have six years of documented, related, fulltime occupational experience within the 10 years prior to application. A related associate's degree may be counted for up to two years of occupational experience. A related bachelor's degree may be counted for up to four years of occupational experience. Documentation shall consist of a letter from a supervisor on company letterhead indicating duties, responsibilities, and dates of employment. Yes No

OR

Successfully pass the following Automotive Service Excellence (ASE) Industry exams:

- B2 - Painting & Refinishing Expiration Date _____
B3 - Non-Structural Analysis & Damage Repair Expiration Date _____
B4 - Structural Analysis & Damage Repair Expiration Date _____
B5 - Mechanical & Electrical Components Expiration Date _____

The following requirements may be completed as a part of an SAEP:

- 3. Attend the CTE New Teacher Academy (2.0 USBE Credits) Date _____
4. Complete SkillsUSA New Advisor Training (0.5 USBE Credits) Date _____
5. Attend 2 USBE approved Trade Conferences/Trainings (2.0 USBE Credits) Dates _____
6. Complete your LEA's Safety Review Date _____

Applicant's Signature _____ Date _____

Information below to be completed by USBE personnel

An endorsement is approved denied

A State-Approved Endorsement Plan (SAEP) is approved for _____ years denied

CTE Specialist Signature: _____ Date: _____