

LICENSURE PACKET AND PROCEDURES CHECKLIST:
(All materials are to be submitted to your departmental advisor)

INSTRUCTIONS:

- ___ 1. Complete the ***University of Utah Transcript Request Form***:
 - ⇒ In the "Mail to:" section, please put your advisor's campus mailing address.
 - ⇒ In the "Please Check One:" section, please be sure to mark "Mail after degree is posted" for your current term grades and for your degree.
 - ⇒ Attach to the transcript request form a \$3.00 **PERSONAL CHECK OR MONEY ORDER**, payable to the University of Utah.
 - ⇒ **Send or take this form & \$3.00 to the Registrar's/Transcript Office.**
 - ⇒ Please make sure to sign your name, or your transcript request will not be processed.
 - ⇒ Please note: You must have at least a bachelor's degree to be licensed by the USOE, and your degree must be posted on your official transcript. No exceptions can be made to this rule.

- ___ 2. Complete the form ***Educator License Application, or Educator License Application for Post-Baccalaureate Programs***:
 - ⇒ All information on this application must be completed filled out unless marked "USOE Use Only" or "For University Only".
 - ⇒ Please note: if you do not sign the application in the "Educator's Signature:" box, it cannot be processed.

- ___ 3. Attach a **\$50.00 CASHIER'S CHECK OR MONEY ORDER** to the completed ***Educator License Application or Educator License Application for Post-Baccalaureate Programs*** form, payable to the Utah State Office of Education.
 - ⇒ Please check to make sure the cashier's check or money order does not have an expiration date or will not expire for quite sometime. If your cashier's check or money order expires before your licensure packet is processed by the USOE, you will need to obtain a new cashier's check or money order.
 - ⇒ Personal checks and cash cannot and will not be accepted.

- ___ 4. Please complete the ***Statistical Information Form*** as required by the USOE.

- ___ 5. We must also have the following items to process your licensure packet:
 - ⇒ Current and official transcripts from all colleges and/or universities you have attended (including the University of Utah with your degree posted) must be sent to the USOE to process your licensure packet.
 - ⇒ Fingerprinting clearance is considered current for a total of three years. If your fingerprinting has gone past this date, you will need to go through the fingerprinting process again. If this is the case, your fingerprints will need to be taken again, another fingerprinting form will need to be completed, another money order for \$69.00 made out to the Utah State Office of Education will be required to process it, and a new release form will need to be filled out. This process can take anywhere from 8 to 12 weeks or sometimes longer.