Business, Finance and Marketing Basic
Endorsement Application
This endorsement connects to a SECONDARY or ELEMENTARY license only.

CTE Learning that works for Utah

Full Name: _____ E-mail Address: _____

Address: _____ City, State, Zip: _____

Home Number: _____ Mobile Number: _____ Cactus ID: _____

Do you have a current teaching assignment?   Yes   No

If Yes

LEA of Assignment: _____ School of Assignment: _____

The Business, Finance and Marketing Basic endorsement authorizes the instructor to teach:
COLLEGE AND CAREER AWARENESS, EXPLORING BUSINESS AND MAREKTING, INTRO TO PYTHON, DIGITAL LITERACY AND WORD PROCESSING.

Which endorsement level would you like to apply for: Associate: Professional:

Associate Level Endorsement Requirements
EDUCATOR MUST COMPLETE THE FOLLOWING REQUIREMENT
BEFORE applying you MUST qualify in this area.

ALL Transcripts   By clicking this box, I acknowledge that my transcripts have been sent to transcripts@schools.utah.gov (or are already on file) in order to process my endorsement application. Failure to provide my transcripts will result in my application being denied.

Option A - Applicant must hold a bachelor's degree in a Business, Finance or Marketing or related degree from a regionally accredited College or University AND satisfy one of the following competency options in each category. (All course work or Industry exams must fall under the 5-year rule from application date on this endorsement.)

General Business Course

   3.0 Credits in Business- must pass with a C or higher grade.

   University: _____ Course: _____ Grade: _____ Date: _____

Computer/Digital Literacy (Select one competency option)

   a.   3.0 Credits in Computer/Digital Literacy -must pass with a C or higher grade.

   University: _____ Course: _____ Grade: _____ Date: _____

   b.   IC3 GS6 Certificate   Upload Certificate

Spreadsheets (Select one competency option)

   a.   1.0 Credits in Spreadsheets must pass with a C or higher grade.

   University: _____ Course: _____ Grade: _____ Date: _____

   b.   Related Industry Certificate   Upload certification .

Endorsements may attach to a license area of concentration. Content endorsements may attach to Elementary Education and Secondary Education. If attached to Elementary Education, the educator is qualified to teach 7th and 8th grade in a middle school. To be eligible for an endorsement area, you must already have a current Utah Educator License.

Word Processing (Select one competency option)

    a.   1.0 Credits in Word Processing must pass with a C or higher grade.

    University: Course: Grade: Date:

    b.   Related Industry Certificate   Upload certification .

Computer Science (Select one competency option)

    a.   3.0 Credits in Computer Science must pass with a C or higher grade.

    University: Course: Grade: Date:

    b.   Related Industry Certificates (3 of them required) Upload certifications.

Option B- Applicant must hold a bachelor's degree in a Business, Finance or Marketing or related degree from a regionally accredited College or University AND have six (6) years of documented, related, full-time occupational experience (not teaching experience) within the ten (10) years prior to applications. Documentation shall consist of a letter from a supervisor on company letterhead indicationg duties, responsilibilities, and dates of employment.   Documentation must be attached

Applicants Signature

Professional Level Endorsement Requirements
Educator must complete all of the following requirements

1. Complete the requirements for the Associate level endorsement.   Date

2. Choose one option for CTE knowledge and experience: Date

    Complete the USBE CTE Orientation Canvas course.

    Complete 3 full years of Utah CTE teaching experience.

    Currently hold a professional CTE endorsement.

    It is strongly encouraged that you choose the first option and complete the CTE Orientation course within your first year.

3. Complete a CTSO DECA/FBLA training by completing one of the following options.

    Option 1: Attend the new advisor training held in the fall each year. A substitute will be required. The date and time will be shared through the BFM listserv. Or

    Option 2: Volunteer to be a Judge at a Region or State DECA/FBLA competition. Regions are held in the fall, and State is held in the Spring each year. Dates will be sent through the BFM listserv. A substitute will be required.   Date

4. Attend the College and Career Awareness new Teacher Training.   Date

5. Attend the Digial Literacy Methods Workshop.   Date

6. Complete the Methods of Teaching Business course through a regionally accredited institution (SUU, USU, UVU) with a C grade or higher.   Date

7. Schedule an interview with the CTE Specialist in order to demonstrate to the satisfaction of the USBE's CTE Specialist that you have both the necessary knowledge and skills to effectively teach students all of the competencies outlined in the strands & standards for the courses authorized by this endorsement. (This application will not be approved until the interview has been completed)

Applicant's Signature