

# LITERACY SPECIALIST (K-12) ENDORSEMENT

Application for the Utah State Board of Education

## APPLICANT INFORMATION

Name: \_\_\_\_\_ CACTUS ID#: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## PURPOSE

This endorsement, when attached to a current Educator License with Elementary, Secondary, or Special Education area of concentration, verifies one has the requisite competencies to work as a literacy specialist/coordinator/director in public schools/districts/charters.

## ENDORSEMENT REQUIREMENT AREAS

PREREQUISITES: I have met ALL of the following minimum requirements and attached the [HR Experience Prerequisite Form required](#), filled out and signed by HR personnel:

- Current professional license in elementary, secondary, or special education
- 5 years of K-12 classroom teaching experience in literacy or equivalent
- 50 hours of experience delivering professional learning in the K-12 setting to adult educators
- 1 year of full-time employment in the Utah public education system (K-12)

Do you have at least 3 years of experience in one or more of the following roles? This experience is NOT required but is one way to demonstrate competency for some requirement areas. Attach the [Proof of Employment Form required](#), filled out and signed by HR personnel if you are marking experience as your competency area.

***\*NOTE: IF WORKING IN THE DAVIS SCHOOL DISTRICT, AN ELA COORDINATOR IS A COACH EXPERIENCE.***

- District/charter Literacy Specialist/Coordinator/Director
- District/charter Literacy Coach
- District/charter Title 1 Coordinator/Director
- District/charter Assessment Coach/Specialist/Coordinator/Director
- Combination of the above roles (e.g., 1 year as Literacy Coach and 2 years as Literacy Director)

**NOTE: Only one demonstration of competency needed per requirement area.  
Official transcripts needed for all university courses.**

### 1. Foundational Knowledge

- University Course (2023 or newer)

University: \_\_\_\_\_ Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

- Master's Degree or Doctorate in Literacy (2020 or newer)

University: \_\_\_\_\_

Degree: \_\_\_\_\_ Year: \_\_\_\_\_

- Literacy Certification: LETRS 3<sup>rd</sup> Ed., LETRS 2<sup>nd</sup> Ed., CALT, or Orton-Gillingham Certification: \_\_\_\_\_ Date: \_\_\_\_\_

- Attach on-line certificate of completion (Units 1-8)
- Attach live/zoom certificate of completion. (Units 1-8)

An unofficial university or MIDAS transcript can be used in lieu of certificates.

### 2. Curriculum and Instruction

- University Course (2023 or newer)

University: \_\_\_\_\_ Course code: \_\_\_\_\_

Course name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)

- Literacy Specialist/Coordinator/Director Experience
- Literacy Coach Experience

### 3. Assessment and Evaluation

- University Course (2023 or newer)

University: \_\_\_\_\_ Course code: \_\_\_\_\_

Course Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)

- Literacy Specialist/Coordinator/Director Experience
- Literacy Coach Experience
- Assessment Coach/Specialist/Coordinator/Director Experience

### 4. Diversity and Equity

- University Course (2023 or newer)

University: \_\_\_\_\_ Course code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Year: \_\_\_\_\_ Grade: \_\_\_\_\_

- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)

- Title 1 Coordinator/Director Experience

## 5. Professional Learning and Leadership

- University Course (2023 or newer)

University: \_\_\_\_\_ Course code: \_\_\_\_\_

Course Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)
- Literacy Specialist/Coordinator/Director Experience

## 6. Practicum/Clinical Experience

- University Course (2023 or newer)

University: \_\_\_\_\_ Course code: \_\_\_\_\_

Course Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

- Experience-attach the [PROOF OF EMPLOYMENT FORM](#)
- Literacy Specialist/Coordinator/Director Experience

- Note: If working in the Davis School District, an ELA Coordinator is Coach Experience.*

## APPLICATION SUBMISSION

Please submit application online in the Utah Educator Licensing Application system, [Survey Monkey Apply](https://usbelicensing.smapply.us) (<https://usbelicensing.smapply.us>)