

## **Additional Elementary Education Graduate Student Application Information**

1. Have you ever applied to a Teacher Educator Program before? **Yes**      **No**

If yes, where?

2. Have you ever held a Teacher Educator License of any kind in any state?

**Yes**      **No**      If yes, what state?

If yes, what type of License was it? (i.e. Student Teaching, Substitute, Teaching License, etc)

3. Please complete the Background Check as follows with the email notification sent to the Elementary Education Advisor. If we do not receive your background check, you will not be admitted to the Elementary Education Program. If you already uploaded your email confirmation into the Apply Yourself Application, you may skip this portion.

**Proof of Background Check and Fingerprinting Completion:** A background check and fingerprinting must be completed and cleared through the Utah State Office of Education. Applicants need to include proof that they have initiated and completed this process (a receipt, email confirmation, etc.) with their application.

To initiate the background check and fingerprinting process, please complete the following steps:

1. Go to [www.utah.gov/teachers](http://www.utah.gov/teachers).
2. Select "Background Check" for initial licensure. Follow the prompts.
3. Select the "Live Scan" method for fingerprinting.
4. A \$74 processing fee is required to be paid by credit card only.
5. Click on "Generate Form".
6. Take printed form to the Bureau of Criminal Investigation (3888 West 5400 South, Salt Lake City, UT 84118, 801-965-4445).
7. An additional \$15 will be paid at the Live Scan site to complete the fingerprinting. Please save your receipt.

An email notification from the Utah State Office of Education will be sent to you and to the College of Education when you have cleared the background check and the process is complete. You must clear the background check in order to complete the licensure program and the coursework required.

4. If you are completing the Master's in Special Education:

Please ensure that if you are completing the GRE Analytical Writing and Praxis I test that you are aware of the following. Praxis I scores are not received by the University of Utah. You will be required to log into your ets.org account and retrieve your full three page score report within 45 days of taking your test. You will be required to submit them to the Elementary Education Advisor.