

4. Temporary State Teaching License

Obtaining Temporary Student Teacher/Intern License

Print a temporary state teaching license and turn in with your application. (The Utah State Office of Education requires that all student teachers and interns have a temporary state license while in the classroom.) Obtain a temporary teaching license at the State website: www.utah.gov/teachers, Select the Student License menu item, fill in the required information, pay the fee, and then print the license. (Note: name changes, including maiden name, cannot be changed on the State website.)

Begin by verifying that you are registered with the USOE and have cleared fingerprints by contacting **Education Student Services** at **801-422-3426**. If your fingerprints are cleared, then print your Student Teaching License. If they have not cleared, proceed with the following steps, then print your license when complete.

Finger Printing (If you do not have an up-to-date BCI clearance)

Registration with the State and a cleared fingerprint background check is required for 1) program entrance, 2) student teaching, 3) graduation, and 4) licensing. It takes 2-6 weeks for BCI / FBI processing. This is a two-part process:

Part 1: USOE Registration

1. Go to the Utah State Office of Education (USOE) webpage: www.utah.gov/teachers Click on "Background Check".
2. Read and fill out the information. Please enter "**Brigham Young University**" as your **Institution**.
3. Pay the **\$40 registration fee** with a major credit card.
4. Print and submit, with your application, the LiveScan authorization form obtained from the Utah State Office of Education at the end of this process.

IMPORTANT: You have 60 days from the date on the LiveScan authorization form to have your fingerprints taken. If you wait beyond the 60 days, you must start the process over again and pay an additional registration fee.

Part 2: LiveScan Fingerprinting

1. After you have registered online with the state, you will print an Authorization Form allowing you to be fingerprinted.
2. Bring your authorization form, a government-issued photo ID, and **\$10.00** (on your signature card) to 350 MCKB.
3. The actual fingerprinting usually takes 10-15 minutes.
4. Fingerprint Office Hours: 8:00 am - 4:45 pm Mon & Fri, and 8:00 am – 5:45 pm Tue-Thu. (Expect long lines at the beginning of the semester.)
5. USOE will email you once your fingerprint background check has cleared.



Student Teacher/Intern License FOR THE STATE OF UTAH



THE UTAH STATE BOARD OF EDUCATION
AFFIRMS THAT

KAYL MUSTARD

may be assigned as a student teacher/intern in the State of Utah with appropriate authorization
from an accredited College/University and School District/Charter School.

Issue Date: 09/04/2009

Expiration Date: 06/30/2011

CACTUS ID: BR549

Sydnee Dickson, Ed. D.
Director, Educator Quality and Licensing

Larry Shumway, Ed. D.
Utah State Superintendent of Public Instruction

It is the responsibility of the professional educator to understand and fulfill the renewal requirements to maintain a current license.

INSTRUCTION ONLY – DO NOT INCLUDE WITH APPLICATION