How Do I Obtain the Endorsement?

1. Complete university coursework in each of the required areas.
2. Email
   A. your list of classes completed by:
      1. Instructor
      2. Class title
      3. Date of class
   B. your university transcript(s) (photocopies or internet transcripts are not acceptable) with the relevant content courses highlighted
   C. the completed application which can be downloaded at https://www.schools.utah.gov/File/83fb1653-869a-436c-8bc5-c6e22c032a (approval will be posted to CACTUS.)
   
   To: alena_allred@byu.edu

3. We will verify the information, write a letter confirming the completion of the required classes, and submit all documentation to the BYU Education Student Services Offices who will send it to the State.

Upon successful completion of the UEME coursework, participants are eligible to apply for the Utah Elementary Mathematics Endorsement.

COSTS

For partnership district schools

*$900.00 tuition for six classes (compared to $331 per credit hour in graduate school).

*Some Partnership districts have opted to pay the full tuition costs, while others may provide partial or no financial support.

*$132.00 posting fee per class, paid by the student.

*Textbooks (approximately $50.00 - $100.00 per semester)

University Coursework for Utah Elementary Mathematics License Endorsement

CITES

Coursework for Utah Elementary Mathematics License Endorsement

149 MCKB
Provo, UT 84602
Phone: 801.422.4646
Fax: 801.422.0199
E-mail: citessec@byu.edu
Website: http://education.byu.edu/cites
This policy is formulated on the fact that missing one class of the Mathematics Endorsement is equal to missing three classes of a regular course. We recognize that teachers may have to miss one class due to parent-teacher conferences but that will be counted as one missed class. Participants are expected to attend classes that may be held during spring break or other school breaks.

The following is the attendance policy for all classes of the Mathematics Endorsement offered through CITES:

- Two missed classes, excused or unexcused — loss of a full grade (from A to B, for example).
- Three missed classes, excused or unexcused — no credit for the class.

Missing one hour of class time, excused or unexcused (either by coming late or leaving early), will count as a missed class.

Exceptions to this policy may be considered through a written request to Dr. Barry Graff, CITES Professional Development Director.