

## UVU Endorsement Program - ADMISSION APPLICATION for Summer 2020

If you have previously been admitted into the UVU Endorsement Program and have completed an endorsement course within the past two years, you do NOT have to be readmitted. Go directly to the registration instructions.

If you do not meet the criteria outlined above, you must complete this admission process and follow the instructions below - even if you have previously attended UVU.

If you have questions during the application process, call UVU Admissions at: 801 863-8706. If they are unable to help you, please contact John Allan, the UVU Endorsement Program Coordinator at: 801 863-7614 or email him at: [johna@uvu.edu](mailto:johna@uvu.edu).

### UVU Endorsement Program Admissions Application Instructions

In order to register for any of the endorsement courses that UVU offers in partnership with school districts and schools across the state of Utah, you must be formally admitted into the UVU Endorsement Program, pay the admission fee, and have an activated UVU ID#. The detailed instructions that follow outline the steps you need to take to be admitted. Within two days of completing the admission process, you will receive your activated UVU ID#. You will then need to register online for the endorsement course. A separate set of registration instructions should be given to you by your instructor or other district personnel. If you don't have these registration instructions, please contact John Allan ([johna@uvu.edu](mailto:johna@uvu.edu)) and let him know what class you want to register for. He will forward the registration instructions to you.

Many teachers will be able to complete the online application with minimal instructions - but please **pay close attention to all instructions that are bold, underlined, and/or in larger text.** These are the instructions that are not intuitive and are critical to your successful completion of the admission application.

- **If you have never applied to UVU and have never paid the \$35 admission fee, click on the hyperlink below or enter the short url as a browser address to start the online application process.**

Hyperlink: [Never have applied to UVU and paid the \\$35 admission fee](#)

Short URL: [bit.ly/393JcQX](http://bit.ly/393JcQX)

- **If you have previously applied to UVU and paid a \$35 admission fee, click on the hyperlink below or enter the short url as a browser address to start the online application process.**

Hyperlink: [Previously applied to UVU and paid the \\$35 admission fee](#)

Short URL: [bit.ly/2VmJ3E1](http://bit.ly/2VmJ3E1) (the last letter is a lower-case L)

**Be patient as this admissions program does take extra time to download and upload information.**

**After clicking on the hyperlink or going to the URL, you should see the "Sign In" page. Right below "Utah Valley University" at the top, click on the "CREATE ACCOUNT" tab.**

Create An Account - Fill in all four blanks with name and email address. The email with your UVU ID# will go to this email address so be sure it is an email address that you check regularly.

Contact Information - **Only the blanks with a red asterisk \* need to be filled in.** Only one phone number is required. Be sure to follow the example format when you fill in your phone number.

Mailing Information - self-explanatory.

Demographic Information - The only required fields are your birth date and your gender.

Academic Information

- **"I want to start classes in:" Select the term that you are intending on starting your first endorsement class - Summer 2020.**
- **"I will enroll as a:" You must indicate Undergraduate in this blank.** We recognize that you are a graduate but only those who are formally enrolling in a Master's program at UVU indicate "Graduate." We wish there was a more descriptive enrollment category, but at present there is not - so, you must indicate "Undergraduate."
- **"I plan to begin UVU as a:" Indicate a "Non-Degree Seeking Student"**
- **"I would like to study:" Scroll down to "Endorsement" and select the subject endorsement that you are starting. If your endorsement category is not listed, select, "Endorsement - Education" even though you may not be seeking a specific endorsement.**

Account Information

- Carefully select a password and make sure it meets the password requirements that are outlined.
- Be sure to remember your password. This password is only used for the admissions software.

Create Account - select this button at the bottom of the page. If you missed filling in a required field, the program will let you know that. Go back and find the field that you missed and make needed corrections.

Online Application - Continue with this Application? It should show the term you are registering for followed by Endorsement - \_\_\_\_\_/Non-Degree Seeking Student.... Click on YES.

Academic Plans

- **Entry Term - Be sure to highlight the term when the class starts which is Summer 2020.** This may already be entered in that field.

- Academic Program - this field should already be filled in with the Endorsement program you previously selected. If not, select the Endorsement Program.
- School and District or Charter Information - fill in the name of your school and your district - or, your charter school. If you are not presently working in a school, indicate, "Not presently working in a school."
- **If you have a teaching license, be sure to click "Yes" as the default is "No."** Only licensed teachers should be taking endorsement classes - unless you have authorization from John Allan (see his contact information at the end of these instructions) and the course instructor.
- Grade or Subject - Indicate the grade level you are teaching and/or the subject (secondary teachers).
- Click on "Save & Continue."

Contact Information - most of this information should already be filled in (Name, Permanent Address, Current Address). Verify that it is correct and then fill in an "Emergency Contact" at the bottom of this page.

Click on "Save & Continue."

Citizenship - self-explanatory. All fields are required. Under "Citizenship Status," as soon as you click on "US Citizen" or "Permanent Resident" the Social Security # will pop up to the right. **Be sure to fill in your Social Security Number just to the right of "Citizenship Status."**

Ethnicity and Race - this field is NOT required but you are welcome to declare your ethnicity if you wish to.

**Additional Information - These questions are required - even though some of them may not seem to apply to you ("Are you currently incarcerated?" is a question required by the state).**

Click on "Save & Continue."

**Residency - Although it makes no difference for the endorsement programs whether or not you are a resident of Utah, you must declare your residency. If you are a Utah resident, you will have to fill in the questions regarding your driver's license and your activities for the past 3 years.**

Click on "Save & Continue."

Certification - Read the statements and then click on "Yes." Then in the Signature block, type in your name.

Submit your application.

**If you get a red error box after submitting your application, click on the words of the identified error and it will return you to the page and item that needs to be corrected. Example: If you forgot to input your Social Security Number, click on the words, "Social Security Number." You can then make the needed correction.**

**Submit Payment** - You must pay the \$15 or \$35 admission fee with a credit card or the application will not be processed.

- After submitting your online application, you will see the "Application Payment" page.
- You will not have a "Promo Code" so leave that box blank.
- Under "Payment Information" check to verify that your mailing address and email address are correct. This address and your credit card address should be the same.
- Click on "Next."

**Bill + Payment Client**

- The payment amount should be \$35 if you have never before paid a \$35 UVU admission fee.
- The payment amount should be \$15 if you have previously paid a \$35 UVU admission fee.
- Fill in your credit card number and click on "Continue."

**Within two days after paying the admission fee, you should receive an email with your activated UVU ID#. Only when you have an activated UVU ID# will you will be able to register for the endorsement class(es) by following the registration instructions.**

If you do not have the needed registration instructions for the course, please contact the course instructor or John Allan (contact information is below) letting him know which course you want to take.

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**If you have questions or need assistance, please contact John Allan, UVU Endorsement Program Coordinator, who is always ready and willing to help.**

- email: [johna@uvu.edu](mailto:johna@uvu.edu)
- telephone: 801 863-7614