

Student Teacher License Instructions

1. Go online to www.utah.gov/teachers and click the “Student Licenses” button.
2. Enter your personal information and verify.
3. If the system is unable to locate your background check or if it has expired, follow the criminal background check instructions.
4. Answer two additional questions. If you answer “yes” to either question, please contact Leslie Hudson (advisor), 863-8527, immediately for further instructions.
5. Pay a \$25.00 processing fee online using a credit card.
6. Select “Download License” and print a certificate. A copy of this will also be sent to your email account on file.
7. Bring the printed certificate to the Field Coordinator with your student teaching application.