

**Business Endorsement Licensure Checklist**

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| --- | --- |
| Licensee’s Name:        | File Number:       |
| Application Date:       | Issue/Review Date:       |
| Consultant’s Name:  | License Type:       |

**Coursework Accepted: or Degree Conferred in:**

[ ]  Public relations:

[ ]  Retailing:

[ ]  Business policy:

[ ]  Business analysis:

[ ]  Finance:

[ ]  Advertising:

[ ]  Interviewing:

[ ]  Business math:

[ ]  Business law:

[ ]  Accounting:

[ ]  Marketing:

[ ]  Management:

[ ]  Office machines:

[ ]  Office procedure:

[ ]  Shorthand:

 [ ]  Computer:

 [ ]  Secretarial skills:

**Documents Required:**

[ ]  24-36 semester hours (see above) - Official sealed transcripts

[ ]  Passage of the Content Knowledge Exam (out of state - taken prior)

[ ]  Current Teaching License from Out of State or Country which reflects endorsement area in which educator is applying for

**For office use only:**

[ ]  Email sent requesting:

[ ]  Endorsement Added

Comments: