

**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: