Welcome to the Teacher Licensure Program at Colorado State University. Before you begin filling out the application materials for admission consideration, please take note of these general program requirements. Review the application packet thoroughly and contact your advisor or the STEPP office staff with questions.

- Undergraduate candidates applying for admission must be seeking a bachelor’s degree at Colorado State University in a major approved for educator licensing. Post Bachelor candidates applying for admission must have completed a bachelor’s degree (or higher) at an accredited institution.

- Strong English language skills are required for academic success at Colorado State University. For students whose first language is not English, the Teacher Licensure Program requires submission of a satisfactory Test of English as a Foreign Language (TOEFL) score of 525 or higher on the paper-based test or 71 or higher on the IBT. Exemptions include an applicant from countries whose first language is English, such as Canada, Ireland, New Zealand, and the United Kingdom, or an applicant who has recently earned a degree at an American university/college.

- The grade point average (GPA) requirement for admission for all endorsement areas except social studies is 2.75. The GPA requirement for admission for the social studies endorsement program is 3.00 based on transcript coursework. See GPA calculation section for specifics.

- The grade requirement in education courses and content courses is a C or above for licensure. Candidates may not advance to the next phase of the program with incomplete grades or grades of C- or below in professional education courses.

- To be eligible for student teaching, the CSU cumulative GPA must be 2.75, except for social studies where the GPA must be 3.00 for all candidates. Grades in all professional education and content courses must be C or above; and candidates must have passed the state required licensing content exam (Place® or Praxis II).

- To earn the institutional recommendation for licensure, the CSU cumulative GPA must be 2.75, except for social studies where the CSU cumulative GPA must be 3.00. Candidates must meet the Performance-Based standards for teachers at the proficient or advanced proficient level, and the state required licensing content exam (Place® or Praxis II)².

- All candidates seeking licensure must be advised by a STEPP Key Advisor. See the “List of Advisors and/or Departmental Contacts” for assistance in selecting an advisor.

- Candidates pursuing admission to the Early Childhood Education program have a separate application process and deadlines to follow. The ECE information is available in the STEPP Office or online (http://teachered.colostate.edu/).

* The PLACE® or Praxis II content exam must be passed by mid-April or mid-October, depending on student teaching placement. The PLACE® Exam is offered in every content area. However, the Praxis II exam is only approved and offered in these areas for Colorado: English (#10041), Mathematics (#10061), Science (#10435), Social Studies (#10081).

Mission of the Teacher Licensure Program
To teach and model best educational practice in order to prepare emerging professionals to facilitate student success.

Professional Program Accreditation
The Program is accredited by the Teacher Education Accreditation Council, the Colorado Commission on Higher Education, and the Colorado Department of Education.

“Accreditation of teacher education through the audit of evidence of student achievement.”
**Application Packet Submission Procedures and Deadlines**

Submit only a **COMPLETE** application packet. Incomplete applications will be returned to the candidate so that he/she may finalize the creation of a complete application packet and return it to the STEPP Advising Center on or before the posted due dates.

**Application Process for UNDERGRADUATE (degree seeking) Candidates**

Undergraduate candidates are those who are seeking their first bachelor’s degree at CSU. Undergraduates (except for those interested in the Early Childhood Education program), may enroll in EDUC 275 and EDUC 340 without being admitted to the licensure program.

Once an undergraduate has taken OR is currently enrolled in EDUC 275 **AND** EDUC 340, they are required to be admitted* to the Teacher Licensure Program to be eligible to pursue enrollment in Phase II education courses (EDUC 331, 350, and 386).

Once conditionally admitted to the licensure program and enrolled in EDUC 275 and EDUC 340, all other items as outlined in Table 2 must be submitted as a complete packet by the posted deadlines.

**Items Required for Admission Consideration – Undergraduate**

<table>
<thead>
<tr>
<th>Check off ✓ Column</th>
<th>Application Item</th>
<th>Required of Undergraduate Candidates</th>
<th>Additional Information about Requirement. Refer To form referenced in column one for additional Information also.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed or are currently enrolled in EDUC 275 and EDUC 340.</td>
<td>Yes</td>
<td>Grades in EDUC 275 and EDUC 340 must be C or above</td>
</tr>
<tr>
<td></td>
<td>Request for Admission to the Teacher Licensure Program [TL1 Form]</td>
<td>Yes</td>
<td>This form requires signatures of the candidate and a key education advisor. The faculty advisor signing the form will be assigned to the candidate as his/her education advisor.</td>
</tr>
<tr>
<td></td>
<td>Judicial Proceedings [TL2 Form]</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GPA is 2.75 for all endorsement areas except social studies where the GPA is 3.00</td>
<td>Yes</td>
<td>Candidates are required to attend an orientation session while enrolled in EDUC 340. Candidates will receive additional information about the seminar date, time, location, etc.</td>
</tr>
<tr>
<td></td>
<td>Attend a Program Orientation Session</td>
<td>Yes</td>
<td>Field experience prior to admission is required.</td>
</tr>
<tr>
<td></td>
<td>Twenty-Hour Form [TL4 Form]</td>
<td>Yes</td>
<td>Field experience prior to admission is required.</td>
</tr>
<tr>
<td></td>
<td>Fingerprint Card and Fee ($39.50 plus $10-$20 for prints to be rolled onto the card) [TL5 Form]</td>
<td>Yes</td>
<td>Fingerprint and fee requirements will be met while enrolled in EDUC 340. Requirement must be met to maintain enrollment and field placement in EDUC 340. A field placement application will also be required.</td>
</tr>
<tr>
<td></td>
<td>Reference Form/Letter of Recommendation – ONE required from EITHER a teacher, advisor, or faculty member [TL6 Form]</td>
<td>Yes</td>
<td>Each candidate is responsible for having one recommendation form completed by either a teacher, advisor, or faculty member. The form must be sealed in an envelope and the person completing the form must sign the back of the sealed envelope. The recommendation is then submitted by the applicant with the entire application packet.</td>
</tr>
<tr>
<td></td>
<td>Documentation of Meeting with Advisor-“Advising Record” [TL7 Form]</td>
<td>Yes</td>
<td>Meet with an education advisor and document this meeting using the “Advising Record for Candidates and Advisors” (TL7) or the advisor’s form of choice. Submit the advising meeting documentation to the STEPP Advising Center with the application material.</td>
</tr>
<tr>
<td></td>
<td>Verification of Lawful Presence [Affidavit of Legal Presence Form and Evidence of Legal Presence]</td>
<td>Yes</td>
<td>Submit the Affidavit of Lawful Presence Form along with the notarized copy of identification verifying legal presence in the United States.</td>
</tr>
<tr>
<td></td>
<td>Transcript from colleges/universities attended</td>
<td>Yes</td>
<td>Submit copies of all college/university transcripts (official transcripts not required)*.</td>
</tr>
<tr>
<td></td>
<td>Basic Skills Proficiency</td>
<td>Yes</td>
<td>Verify proficiency in basic skills (reading, writing, mathematics). Basic skills proficiency will be verified through the completion, with a “C” or above of CO 150, College Composition, and any mathematics course at or above the MATH 117, College Algebra in Context 1, level or equivalent.</td>
</tr>
</tbody>
</table>

*Eligibility to proceed to Phase II may be waived for students enrolled in the Early Childhood Education program. **Note:** All application materials must be submitted to the STEPP Advising Center on or before the posted due dates. Submit all forms and supporting documentation to the STEPP Advising Center.
## Coursework Prerequisites for Undergraduates

<table>
<thead>
<tr>
<th>Check off Column</th>
<th>Prerequisite</th>
<th>Required of Undergraduate Candidates</th>
<th>Required By (Deadline)</th>
<th>Additional information about Requirement Refer to Form referenced in column one for Additional information also.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oral English Proficiency</td>
<td>Yes</td>
<td>Prior to enrolling In EDUC 450 and 486E</td>
<td>Undergraduates must take SPCM 200, Public Speaking, or its equivalent and earn a grade of C or above.</td>
</tr>
<tr>
<td></td>
<td>Documentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fingerprint Card and Fee ($39.50 plus $10-$20 for</td>
<td>Yes</td>
<td>Requirement must be met to maintain enrollment and field placement in EDUC 340. A</td>
<td>Fingerprint cards will be received during enrollment in EDUC 340 course.</td>
</tr>
<tr>
<td></td>
<td>prints to be rolled onto the card). [TLS Form]</td>
<td></td>
<td>field placement application will also be required.</td>
<td></td>
</tr>
</tbody>
</table>

*Admission to the licensure program does not guarantee open seats in any CSU course.

The STEPP Advising Center staff will print a copy of the CSU transcript. Copies of transcripts from other universities/colleges attended must be submitted to the STEPP Advising Center by the applicant at the time of application.

### GPA Calculation

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Level</th>
<th>Admission GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Undergraduate Attended CSU Only</td>
<td>The CSU GPA is used.</td>
</tr>
<tr>
<td>#2</td>
<td>Undergraduate – Transfer Student from one or more Colleges/universities</td>
<td>The CSU GPA is used of transferred credits total 30 or more. If below 30 CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>credits, the institution GPA selected by the candidate will be used. The</td>
</tr>
<tr>
<td></td>
<td></td>
<td>candidate can not select one or two courses from an institution; once the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>institution is selected, the entire GPA is used. Minimum number of credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>required is 30.</td>
</tr>
<tr>
<td>#3</td>
<td>Post bachelor</td>
<td>The GPA from the most recent degree and anything completed since the degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>was issued is used.</td>
</tr>
</tbody>
</table>

Revised January 2011
## Deadlines and Application Submission Periods

<table>
<thead>
<tr>
<th>To be considered for admission and to enroll in appropriate education courses for this term</th>
<th>Application Period</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>January 1 to June 1</td>
<td>June 1</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>June 2 to October 1</td>
<td>October 1</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td>October 2 to April 1</td>
<td>April 1</td>
</tr>
</tbody>
</table>

2 If the deadline date falls on a weekend or an unexpected office closure, the application packet is due on the Monday immediately following the application packet deadline listed above.

### Processing Time for Application Packets Materials:

The application packet processing time, of a complete application packet, will take approximately 3-4 weeks. Admission decisions will be mailed to the candidate using the local address provided by the candidate on the TL1 Form. In order to maintain confidentiality, results will not be given over the phone or by fax.

### Please submit a complete application packet to:

**APPLY EARLY!**

**SUBMIT A COMPLETE APPLICATION PACKET**

STEPP Advising Center  
Room 111, Education Building  
School of Teacher Education and Principal Preparation  
Colorado State University  
Fort Collins, CO 80523-1588

Revised January 2011
REQUEST FOR ADMISSION
To The Teacher Licensure Program
School of Teacher Education and Principal Preparation

NAME:

__________________________________________________________________________________________

(Last) (First) (Initial) (Maiden)

Ethnicity _ Hispanic _ Not Hispanic

Race 1 – Non-Resident 4 – Asian, Japanese, Chinese, Vietnamese, Korean, Filipino

2 – Black or African American 6 – White, Anglo, Caucasian

3 – American Indian or Alaskan Native 7 - Do not wish to specify

8 – Native Hawaiian or Other Pacific Islander

GENDER: M____ F____ CSU ID (for institutional record keeping and identification purposes only) ____________________________

SOCIAL SECURITY NUMBER (for institutional record keeping and identification purposes only) _______________

CURRENT LEVEL: _____ Undergraduate _____ Post Bachelor BIRTHDATE (Use numbers only, MM/DD/YYYY) ____________

TEACHING CONCENTRATION/ENDORSEMENT AREA (mathematics, art, science, etc.) _________________________________

ADVISOR_______________________________ UNDERGRADUATE MAJOR ______________________________

LOCAL ADDRESS____________________________________________ PHONE ________________________

(Street, Apt #, City, State, Zip code)

PERMANENT ADDRESS________________________________________ PHONE ________________________

(Street, Apt. #, City, State, Zip code)

E-MAIL ADDRESS_____________________________________

Date of first enrollment at Colorado State University: __________ I wish to be admitted to Teacher Licensure Program __________ F, S, SM Year

Have you ever had a vocational or other type of teaching endorsement? Yes_____ No_______

List colleges and/or university attended, with dates and degrees awarded. List Colorado State University if you are currently enrolled at CSU.

__________________________________________________ Dates___________________________ Degree_________________________

__________________________________________________ Dates___________________________ Degree_________________________

__________________________________________________ Dates___________________________ Degree _______________________

The STEPP Office will print a CSU transcript for undergraduates; copies of non-CSU transcripts may be obtained from the Transfer Evaluation Office in Room 100 Centennial Hall on campus. Candidates must submit copies of transcripts from other universities/colleges attended.

I hereby certify that to the best of my knowledge the information furnished on this, and on all other admission forms, is true and complete without omission or misrepresentation of facts. I understand that if found to be otherwise, it is sufficient cause for rejection of this application or dismissal from the Teacher Licensure Program.

__________________________________________________________________________________________

Candidate’s Signature Date

I recommend that this individual be considered for admission to the Teacher Licensure Program.

__________________________________________________________________________________________

Advisor’s Signature Date
Judicial Proceedings Form for Admission to the Teacher Licensure Program
School of Teacher Education and Principal Preparation

The following responses are required by the Colorado Department of Education as a part of the application for a Colorado Teaching License and the CSU Office of Admissions. They are, therefore, included as a part of the Colorado State University teacher licensure admission process. The success of the teacher candidate in field placements and in his/her future profession is important to the STEPP staff and faculty. As well, the STEPP staff and faculty wish to preserve the integrity of and avoid embarrassment to the student, faculty, and University in regard to teacher candidates who have been convicted of a felony and/or against whom a criminal charge is currently pending.

All students wishing to be admitted to the professional Teacher Licensing Program at CSU must complete the Judicial Proceedings Form. If a student answers “yes” to any of the following questions, she/he must provide an accompanying written statement that describes the situation. Following the review of documentation, the Director of STEPP may wish to schedule a meeting with the candidate. All information provided will be handled by the STEPP Advising Center with the highest standards of professional confidentiality and individual protection.

Please answer the following questions:

1. **Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?**
   - Convicted means: 1) a finding of guilty by a jury or court, 2) a court’s acceptance of a plea of guilty or plea of nolo contendere, 3) a court’s imposition of a deferred or suspended sentence, 4) a court’s approval of an agreement for a deferred prosecution, 5) forfeiture of a bail, bond or other security deposited to secure a defendant’s appearance, 6) payment of a fine.

   _______ YES     _______ NO

   If yes, please state the details of the conviction on a separate sheet of paper.

2. **Have you ever had a teacher, principal, administrator, special service, or any other occupational permit, license, credential, or equivalent document subjected to any disciplinary proceedings, including but not limited to, denial, reprimand/admonition, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or any other state or place or are you currently under investigation?**

   _______ YES     _______ NO

   If yes, please state on a separate piece of paper the following:
   a. the license, permit, certificate, credential, or any other equivalent document;  b. the name and number under which it was held;  c. the issuing and disciplining authority;  d. the nature of the claims;  e. the date of resolution;  f. the final disposition (i.e., revocation, suspension); and  g. the date and result of any subsequent re-application. If you are currently under investigation by any licensing or certifying agency, state:  h. the agency’s name and address; and i. the nature of the charge(s) or events that caused such investigation to occur.

3. **Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge by any employer?**

   _______ YES     _______ NO

   If yes, please state on a separate sheet of paper the name, address, and telephone number of the employer, the nature of the allegations, and the final outcome(s).

4. **Have you ever been placed on probation, suspended, or expelled from any high school or postsecondary institution for other than academic reasons?**

   _______ YES     _______ NO

   If yes, please attach an explanation.

---

This applicant acknowledges and gives permission to the Director of STEPP to obtain relevant and personal background information from the Office of Conflict Resolution and Student Conduct Services at Colorado State University, law enforcement agencies, courts, health care providers, and custodians of administrative records. The applicant further understands that falsifying or misrepresenting facts is sufficient cause for rejection of this application or dismissal from the CSU Teacher Licensure Program and/or the University.

Printed Name: ________________________________  Signature: ________________________________

Date: ____________________

Revised January 2011
Use this form to document your 20-hours of work with youth. All information requested must be supplied for form to be complete.

<table>
<thead>
<tr>
<th>Dates of Experience (m/d/y to m/d/y)</th>
<th>School / Agency</th>
<th>Supervisor’s Name, Phone Number, and Signature</th>
<th>Your Responsibility</th>
<th>Ages of Youth</th>
<th>Average Hours per Week</th>
<th>Number of Months</th>
<th>Total Hours for this Experience</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Signature of individual supervising for each experience listed above (If there are four unique experiences listed, there should be four separate signatures below).

Signature ___________________________ Date ____________

Signature ___________________________ Date ____________

Signature ___________________________ Date ____________

Signature ___________________________ Date ____________

**CANDIDATE’S SIGNATURE:** I hereby certify that to the best of my knowledge the information furnished on this field experience form is true and complete without omission or misrepresentation of facts. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

Signature ___________________________ Date ____________
The documentation of field experiences must be submitted as part of the admission requirements for the Teacher Licensing Program. The following are Colorado State University guidelines for documentation of the field experience required for admission:

1. A minimum of 20 contact hours with children (ages 5-18). Hours completed in ED 340 MAY NOT BE used towards this 20-hour requirement.

2. The experience must have occurred in a structured situation, must include some aspect of instruction and/or supervision, and must be completed under the direction of a supervisor. (Babysitting-type experiences do not meet this requirement.)

3. The experience must have occurred within the last 5 years.

4. Both the candidate and supervisor (or appropriate official) must sign the documentation form to verify the experience.

Please NEATLY complete all parts of the documentation form (in ink or type) and have the supervisor (or a responsible person in the organization) sign to verify successful completion of the experience.
A Professional Reference for Admission
To the Teacher Licensing Program

To the Applicant: Submit ONE Reference Form or Letter of Recommendation. Professionals who are familiar with your qualifications for admission into the teacher licensure program and with your abilities to perform well in professional education courses and to be a successful teacher should give references or recommendation. The Teacher Licensing Program **REQUIRES** that candidates obtain recommendations from a teacher, advisor, instructor, or faculty member. Family relatives can not complete this form for a candidate.

To the Person completing this Form: (name of candidate) is applying for admission into the professional Teacher Licensing Program at Colorado State University. Your input through this reference form is invaluable to the admission process and application for this candidate. Please complete the following and return it directly to the applicant in a sealed envelope (see below for more details). Thank you for your time.

<table>
<thead>
<tr>
<th>Please rate the candidate in the following areas by marking the appropriate column with a checkmark or “X”</th>
<th>Advanced/Outstanding</th>
<th>Proficient</th>
<th>Developing</th>
<th>Basic</th>
<th>Inadequate</th>
<th>Unable to Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliable/Dependable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self Motivated (able to work independently)</td>
<td></td>
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</tr>
<tr>
<td>Flexible</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Express Self: Oral Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Express Self: Written Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking Skills</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Tact/Judgment</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Collegiality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response to Feedback/Supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic understanding of the culture of a classroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic understanding of the role of the teacher and the complexities of teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relates easily and respectfully to children and youth</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Motivation for completion of the Teacher Licensure Program</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Academic Abilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What do you consider the applicant’s major strengths?

What do you consider the applicant’s major areas of improvement for the future?

**Overall recommendation** for Admission to Teacher Licensure Program (check one):

○ Recommend without reservation.  ○ Recommend with some reservation.  ○ Do not recommend for admission.

Your Printed Name ___________________________________________  Your Signature__________________________________________

Date_____________________________  Your Phone Number or E-Mail________________________________________________________

What is your profession?___________________________________________________________________________________

In what capacity do you know the applicant?_________________________________________________________________

How long have you known the applicant?_____________________________________________________________________

Please Return this form directly to: THE APPLICANT
Submit to the applicant in a sealed envelope with your signature across the envelope seal. Letters received from applicant which are not sealed in an envelope, as per above, will not be accepted. The applicant is responsible for submitting this form to the CSU STEPP Advising Center.

Revised January 2011
Advising Record for Candidates and Advisors
Teacher Licensing Program

Candidate: ________________________________  Advisor: ________________________________
(Please Print)                               (Please Print)

Candidate’s CSU ID: __________________________  Candidate’s Contact Information: __________________________
(For record keeping purposes only)

Date of Meeting: __________________________

Candidate: _______ is ______ is not admitted to the Teacher Licensing Program.

Candidate plans to make application for admission to Teacher Licensing on (date/term) __________________________

During the advising session, we discussed (check all that applies):

- [ ] General information about the degree program
- [ ] General information about the Licensing Program
- [ ] Career options and goals
- [ ] Scheduling for current or future terms
- [ ] Admission requirements for Licensing Program
- [ ] Transfer evaluation and/or GUIDE
- [ ] AUCC Course requirements
- [ ] Application for admission to Licensure
- [ ] Student teaching application
- [ ] On-campus resources available for help with academic issues
- [ ] On-campus resources available
- [ ] Job applications
- [ ] Other __________________________
- [ ] Other __________________________
- [ ] Other __________________________

General outcomes of the meeting included:

Items/Issues that need action by candidate:

Items/Issues that need action by advisor:

Next Meeting should be or is scheduled for (date/time) __________________________
Please sign and date:

Candidate: __________________________  Date: __________
Advisor: __________________________  Date: __________

Provide copies to advisor, candidate and STEPP Advising Center.
Attach any additional relevant notes or other information to each copy.

Revised January 2011
Before submitting your application materials for admission consideration to the Teacher Licensure Program, please take note of these additional program requirements. Please feel free to contact the STEPP Advising Center staff with your questions or concerns.

As a result of the enactment of Colorado House Bill 06-1023, the Colorado Department of Education is required to verify the lawful presence of applicants applying for a license of authorization in the United States.

This will require all teacher licensure applicants to complete and submit two additional documents with their application packet:

- **An Affidavit** – signed and dated by the applicant
- **A notarized copy of one of the seven (7) approved forms of evidence of lawful presence in the United States.**

Please refer to the following attachments:

1. The affidavit required to be completed by the applicant and submitted with the Teacher Licensure Application Packet

   and

2. Instructions for submitting an accepted form of identification with the application.
Verification of Lawful Presence

Pursuant to Section 24-76.5-103, Colorado Revised Statutes, only persons lawfully present in the United States will be issued a Colorado educator license or authorization. (This includes adding an endorsement or renewing a license or authorization.) As a result, each applicant for the CSU Teacher Licensure Program must complete, sign and return the following affidavit, with their completed application packet.

AFFIDAVIT

I, _____________________________, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

_____ I am a United States citizen, or
_____ I am a Permanent Resident of the United States, or
_____ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for an educator license or authorization with the State of Colorado. I understand that State law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

____________________________________
Name

____________________________________
Signature

____________________________________
Date
Compliance with the Provisions of Colorado Revised Statute (CRS) 24-76.5-103

VERIFICATION OF LAWFUL PRESENCE

Pursuant to Section 24-76.5-103, Colorado Revised Statutes, only persons lawfully present in the United States will be issued a Colorado educator license or authorization. (This includes adding an endorsement or renewing a license or authorization). Each applicant for a Colorado educator license or authorization must provide the Colorado Department of Education with an accepted form of identification at the time of application, January, 2007.

This memo details the requirements that must be met for an applicant to comply with CRS 24-73.5-103 – Verification of Lawful Presence in the United States.

APPLICANTS TO THE TEACHER LICENSURE PROGRAM MUST SUBMIT THE SIGNED AFFIDAVIT AND A NOTARIZED copy of one of the following FORMS OF IDENTIFICATION LISTED BELOW with your Application to the Teacher Licensure Program.

Acceptable Documentation for Verification of Legal Residence:

1. A notarized copy of a valid State-Issued Driver’s License, bearing the applicant’s photograph, OR
2. A notarized copy of a valid State-Issued Identification Card, bearing the applicant’s photograph, OR
3. A valid U.S. Military or Military Dependent Identification Card, OR
4. A valid U.S. Coast Guard Merchant Marine Identification Card, OR
5. A valid Native American Tribal Document, OR
6. A valid certificate verifying naturalized status, bearing the applicant’s intact photograph, issued by an authorized agency of the United States, OR
7. A valid certificate verifying United States Citizenship, bearing the applicant’s intact photograph, issued by an authorized agency of the United States.

NOTE: THE NOTARY MUST INCLUDE THE FOLLOWING LANGUAGE WITH THE NOTARY’S OFFICIAL SEAL:

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State of ____________, County (or City) of __________
I, _______ (name of notary), a Notary Public in and for said state, do certify that on ___ (date) , I carefully compared, with its original, this copy of __ (type of document), and have determined it to be a complete, full, true, and exact copy.
(official signature, official seal, and commission expiration date of notary).
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