GUIDELINES FOR COMPLETING THE INITIAL EDUCATOR LICENSE APPLICATION

1. Go to CDE website: www.cde.state.co.us

2. Click on “Educator Licensing” under Popular Resources on the left side of the screen.

3. Under Licenses and Authorizations Offered, click on “Initial Educator License.”

4. Follow directions under “Initial Educator Licenses.” The application is now done electronically, and the system will not let you go on with the application if you have left anything out.

5. Hit the “Click to Apply” link under Initial License Application – Teacher.

6. On the top of this page (Welcome to the...) click “Register” or “Log In” depending on whether or not you already have an account with CDE.
   - When registering for an account with CDE, please realize that this is the account you will use for your entire career.
     - Use a permanent e-mail address (no school or district e-mail address recommended).
     - Use a permanent mailing address (this is where they will send your license). CDE must be contacted to make a change to a mailing address.

7. E-mail, fax or send the *Approved Program Verification Form* to the STEPP Office, after completing the top section of the form. The form can be found in the application itself. This form will also be e-mailed to you towards the end of the semester.
   - Please include your e-mail address on the top section of the form.

8. CSU will complete the bottom portion of the Approved Program Verification Form and Jody Drager will sign the form, as soon as your final grades and degree have been posted by CSU.
   - WE WILL E-MAIL THIS FORM DIRECTLY TO CDE AND YOU. YOU WILL NEED TO UPLOAD THIS FORM INTO YOUR ONLINE APPLICATION, AS WELL. PLEASE MAKE SURE TO ADHERE CLOSELY TO ALL DIRECTIONS PROVIDED BY CDE WITHIN THE APPLICATION.

9. You must upload transcripts from all institutions to your license application.
   - CSU does do electronic transcripts.
   - You will find information about ordering copies of your transcripts from the CSU Registrar’s Office. [http://registrar.colostate.edu/students/records/transcriptorder.aspx](http://registrar.colostate.edu/students/records/transcriptorder.aspx)
     - You must log into RAM Web to actually order your transcripts. You may submit a request for transcripts before your semester/degree are complete. Once logged into Ram Web, on the bottom right-hand side, select “Transcript (Official).” Request that the transcript be sent “after degree is conferred” (if post-bach, request they are sent “after grades are posted”).
     - CSU transcripts cost approximately $11-15 a copy.

Mailing Transcripts to CDE No Longer Required

As of 9/1/13, you no longer need to mail or bring in your official transcripts to CDE unless specifically requested to do so.* However, high quality scans of your transcripts do need to be uploaded into your eLicensing application.

To provide some background, CDE does not file transcripts, scores or any other documentation on your behalf. We use these documents only to evaluate your application but we do not keep them on file. Please keep your transcripts, scores, and other documentation in your own personal files in case of audit or for use in future applications.
10. When it asks for Employment History there will be two sections, one for teaching experience and one for any employment experience.
   - Under Teaching Experience, include any paid (part-time or full-time) experience in a Colorado public, charter or private school. Unless you were an Avid tutor, substitute teacher, etc. do not include anything in this section.
   - Under any employment experience, include all paid work experience outside of Colorado schools.
     - You must include at least ONE work experience. Only if you have never held a paid job, will you put down a volunteer experience.

11. You will be asked about a Fingerprint/Background check. When asked if you have ever submitted a fingerprint card to CBI, answer yes. STEPP submitted your fingerprints before you were admitted into the program.

12. **NOTE:** For those of you who also need a “Career and Technical License,” (this form is found under “Licensing Applications”) you must also apply for this additional license, and must pay a fee for each license. (This applies to Ag Ed, FACS, Information Technology, Tech Ed., and Business/Marketing).
   - This application can be found under the Educator Licensing Applications page. Again, this application is similar to the initial educator license application and it is self-explanatory. Please make sure to read everything carefully and follow directions closely.

**HELPFUL HINTS:**
- Once you start your application with CDE, you must open it at least once every 14 days or your application will be deleted.
- Make sure you have clear scanned copies of everything you are uploading – all transcripts, driver’s license, etc. If CDE cannot read any of the documents it will slow up, or even stop, your review process.
- You may check on the status of your license application at any time, on the CDE website homepage by clicking on “Educator Licensing/Services” under Frequently Requested Pages. From there, click on “Check the Status of an Application” on the right side of the page.
- After you submit your application, CDE may contact you via e-mail requesting further information. If you do not respond within 90 days, your application will expire.
- Once your license has been issued (i.e. your credentials have been approved), CDE will notify you via email. This email will have a PDF copy of your teaching certificate credential attached. You can print this at home for an official copy. If you want CDE to send you a “hardcopy,” indicate so in your application. An additional fee will be accrued for this option. There is no fee for printing your own copy at home. You will have 30 days in which to print your credential from your eLicense account (or via the email with attached PDF). Check your email and junk email often. After this 30 day time period, you may request an additional copy of your valid credential from CDE for an additional fee via an eLicense reprint application.

If you have ANY questions or concerns, please contact Jody Drager or Juliana Searle.

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970-491-4669                   970-491-3567
Jody.Drager@colostate.edu      Juliana.Searle@colostate.edu

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1588 Campus Delivery
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FAX: 970-491-2632
# Application Checklist

This checklist outlines the requirements that are in the elicense application. Print it out and use it as a guide to collect your information prior to starting your application. Applications are automatically purged by the system after 14 days of inactivity. We suggest gathering everything you need prior to beginning.

## Teacher
### General Item Requirements

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Fingerprint card sent to CBI (You only have to be fingerprinted one time for CDE).</td>
</tr>
<tr>
<td>2</td>
<td>Digital copy of valid government issued identification (must be uploaded into application).</td>
</tr>
<tr>
<td>3</td>
<td>If making a name change with CDE, you will upload a copy of marriage license, divorce decree, or other legal documentation.</td>
</tr>
<tr>
<td>4</td>
<td>Employment History for past 5 years. If experience is teaching, and older than 5 years, list that in addition to the past 5 years.</td>
</tr>
<tr>
<td>5</td>
<td>Upload copies of current or expired educator licenses/authorizations. Required if you are an out-of-state applicant.</td>
</tr>
<tr>
<td>6</td>
<td>Self disclosure will ask about convictions, if under investigation by any licensing authority, if denied any license, if you had disciplinary actions against a license, if ever terminated/non-renewed, left employment to avoid termination or if you voluntarily surrendered any license. If yes, you will check “Yes” on the self disclosure section and you will complete the Self Disclosure Form. If “yes” to a conviction, you will have to upload the law enforcement report, charging document and court disposition. You will need these documents BEFORE submitting your application.</td>
</tr>
<tr>
<td>7</td>
<td>Adobe Reader (free) must be installed on your computer (if you do not, certain aspects of the application may not work).</td>
</tr>
<tr>
<td>8</td>
<td>This application fee is $80. There are NO refunds, NO charge backs, all sales are final.</td>
</tr>
<tr>
<td>9</td>
<td>READ THE APPLICATION FULLY AND CAREFULLY. Everything is explained in detail, but you must take the time to read and understand the application.</td>
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## Specific Applications with Specific Item Requirements

<table>
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<tr>
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<tbody>
<tr>
<td>A Initial Applicants:</td>
<td>You will complete the “Teacher” application (this is the initial application).</td>
</tr>
<tr>
<td>1</td>
<td>If you have held a Colorado teaching license, you will need to complete one of the applications below.</td>
</tr>
<tr>
<td>2</td>
<td>Names and addresses of colleges/universities you attended.</td>
</tr>
<tr>
<td>3</td>
<td>You must have completed a state/foreign country approved teacher preparation program or state approved alternative teacher preparation program. You will upload the Approved Program Verification Form into the application.</td>
</tr>
<tr>
<td>4</td>
<td>Out-of-state alternative applicants: Upload an official signed letter from your State Department of Education confirming the completion of the state approved program AND the programs requirements for the alternative program you completed.</td>
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<tr>
<td>5</td>
<td>At a minimum you must hold a BA. Official transcripts must be uploaded into application.</td>
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<tr>
<td>6</td>
<td>If you have taken and passed an accepted PLACE or PRAXIS II exam, you will upload your exam results.</td>
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</tbody>
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