

Table of Contents

Renewal of a Current or Expired Professional License

Page 2	Checklist to Renew a Current or Expired Professional License
Pages 3-9	Application for Renewal of a Colorado Professional License
Page 5, 6	Oath and Consent Form
Page 7-9	Verification of Lawful Presence Documentation
Pages 10, 11	Professional Development Activities for Professional License Renewal
Page 12	Letter Regarding Changes in Licensing Requirements
Page 13	Performance Based Standards
Page 14	Educational Travel Credit Form
Page 15	Supervision of Student Teacher or Intern Form
Pages 16 - 19	Frequently Asked Questions
Pages 20, 21	Background Check and Fingerprint Card Information
Page 22	Fee Sheet

Checklist for Renewal of a Current or Expired Professional License

If you are renewing more than one type of license, (i.e. teaching, administrative, principal, or special services provider), please provide:

- A duplicate copy of your original renewal application
- An evaluation fee for each type of license being renewed

Please use the following checklist when compiling the application materials. All required data on the application must be complete, including dates and signatures. **Failure to complete all required items on the application will result in the application being returned without action.**

1. _____ Page 3. Sections A and B must all be completed by applicant. The original form must be signed and dated.
2. _____ Page 4. Sections C and D to be completed by applicant. Section E to be completed by administrator. **Please do not have clerical staff sign Section E, as it will result in the application being returned to you for proper signature.**
3. _____ Pages 5 and 6, the Oath and Consent Form. Please complete, sign, date and attach documentation, if required. **Please answer all questions.**
4. _____ Page 7 Affidavit Form signed and dated by applicant (**does not have to be notarized**).
5. _____ Page 8 and 9 **Notarized** form of acceptable identification to verify lawful presence.
6. _____ Documentation of renewal credit (i.e. in-service certificates, letters, official transcripts). See pages 10 and 11.
Note: Only official transcripts will be accepted for college credit. Official transcripts bear the seal and signature of the registrar's office. Please remove the official transcript from the envelope and attach it to the renewal application along with a course description for classes being considered for renewal credit.
Note: The "activities page" and the "renewal credit page" have been removed from the Renewal of a Professional License application and are no longer required. If you feel a statement is required because it is **not clear** how the course you completed relates to the endorsement on your license please provide a brief statement on a separate piece of paper. Attach your statement to the renewal application.
7. _____ CDE requires official documentation from an applicant prior to making a name change for that person. Please provide a photocopy of the marriage license, divorce degree or court document verifying the name change, if you have held a previous license or authorization issued by CDE.
8. _____ Non-refundable application processing fee of **\$60.00 (see page 22)**. On-line payment system (**recommended**). Applicant will be issued a **Receipt Number** at the time of payment. That receipt number **must** be written on the **first page** of your application, and you **MUST** include a copy of your **Receipt Page** (download from the on-line payment page) with your application. Credit card payments cannot be made in person.
9. _____ A CDE fingerprint card is required by each person renewing a Colorado educator license **UNLESS** that person has previously been fingerprinted for CDE. You can check the status of your fingerprint requirement on our website <https://forms.cde.state.co.us/pes/DOBSearch.jsp>. Previous fingerprints requested from you by your school district **DO NOT** meet the CDE fingerprint required for licensing.

*Submission of a fingerprint card is required unless you have previously submitted a fingerprint card for licensure to CDE.

PLEASE MAKE A COPY OF YOUR APPLICATION MATERIALS FOR YOUR OWN RECORDS!

Return the completed application and attachments to:

Educator Licensing
Colorado Department of Education
201 E. Colfax Ave., Room 105
Denver, Colorado 80203-1779
303-866-6628

Send your fingerprint card and fingerprint fee to:

Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Denver, CO 80215
303-239-4208

Renewal of a Colorado Professional License

Section A (Please print or type) To be completed by applicant. License will be issued in legal name.

Legal Name Last	First	Middle	Maiden/Former Name
Mailing Address			Date of Birth
City	State	Zip	Social Security Number
Telephone Work () _____ Home () _____			Write your 6-digit receipt number here. Please attach a copy of your Payment Receipt. _____
Email Address			

Are you a Military spouse? Yes No

Have you met the fingerprint card requirement? Check our website at: <https://forms.cde.state.co.us/pes/DOBSearch.jsp>
 CBI is taking approximately 10-12 weeks to process fingerprint cards. We must receive your CBI report before your application evaluation can be completed.

If you hold more than one Professional license, which license(s) would you like to renew? _____

Do you hold a standard educator license, certificate, authorization or credential from another state? Yes ___ No ___
 If yes, attach a copy or provide the following information:

State _____ Title of license/certificate held _____ Effective/Expiration date _____

Section B To be completed by applicant.

Affidavit

I, _____, affirm under penalty of perjury under
(PRINT NAME)
 the laws of the State of Colorado that all information included in this application is true and correct.

Signature _____ Date _____

Do Not Write in This Area. For Use by Licensing Unit Only.

Renewal Credit	Type of License	Level	Endorsement(s)
C _____ T _____ I _____ SR _____ P _____			
	Effective Date		
	Approved by		



Oath and Consent Form

All questions must be answered. All documentation requested must accompany this application.

To be completed by the applicant. Please print or type

Legal Name	Last	First	Middle	Maiden/Former Name
Mailing Address	Number and Street		Apt. #	Date of Birth
City	State	Zip		Month _____ Day _____ Year _____
Telephone	Social Security Number			Email address
Work () _____		Home () _____		

Please list all former names you have used and approximate dates of use.
(If more than three, list on a separate sheet of paper)

Name	Date
Name	Date
Name	Date

1. Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?

Yes No

If yes, please include with your application a copy of the police report, copies of the charging document, and the disposition document from the court for each conviction.

For the purposes of this question, "convicted" is defined as the occurrence of **ANY** of the following in connection with a criminal charge:

1. A finding of guilty by a jury or court.
2. A court's acceptance of a plea of guilty or a 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.

Please specify the offense(s) for which you were convicted (including whether this was a felony or misdemeanor), along with the date of conviction and the court entering the judgment of conviction.

Offense	Felony/ Misdemeanor		Conviction Date	Court and Location
	F	M		
	F	M		
	F	M		
	F	M		
	F	M		

2. Have you ever had a teacher, principal, administrator or special services license, certificate or authorization, or any other occupational permit, license, credential or equivalent document subjected to any disciplinary proceedings, including, but not limited to, annulment, 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 by any licensing or credentialing agency or organization?

Yes

No

If yes, please provide the following information on a separate sheet of paper:

- the type of license, permit, certificate, credential, or any other equivalent documents;
- the name and number under which it was held;
- the issuing and disciplining authority;
- the nature of the charges;
- the date of resolution;
- the final disposition, e.g., revocation or suspension; and
- the date and result of any subsequent re-application.

If you are currently under investigation by any licensing or certifying agency, please state:

- the agency's name and address; and
- 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, then state on a separate sheet of paper the name, address, and telephone number of the employer, your dates of employment, the nature of the allegations/grounds for separation and the final disposition.

I hereby attest that all information I am submitting is true and complete to the best of my knowledge. I understand that any intentional misrepresentation of facts may result in denial or annulment of a license and that falsification of statements on and with this attestation may be punishable by law. I authorize law enforcement agencies, courts, offices of prosecuting attorneys, and custodians of employment, school district, military, and licensure records to disclose to the **Colorado Department of Education** information from the records in their possession. I further authorize these agencies to permit the examination and to furnish copies of all records and other reports in their possession and control. I understand that the specific type of information to be disclosed includes reports of any kind contained in my record file, regardless of their origin.

Signature of the Applicant

Date



Colorado Department of Education

C.R.S. 24-76.5-103

*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 complete, sign and return the following affidavit, with the completed application packet.**

AFFIDAVIT

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that:

(check only one box)

- 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.

Print Name

Signature

Date

*This requirement must be met only **ONCE**.

VERIFICATION OF LAWFUL PRESENCE

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

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 which must be met for an applicant to comply with CRS 24-76.5-103 - *Verification of Lawful Presence in the United States*.

I. IF THE COMPLETED APPLICATION IS BEING SUBMITTED BY MAIL:

A **NOTARIZED** copy of *one* of the following must be submitted with the completed application and supporting documents:

Acceptable Documentation for Verification of Legal Residence:

- A notarized copy of a valid State-issued Driver's License, bearing the applicant's photograph, **OR**
- A notarized copy of a valid State-issued Identification Card, bearing the applicant's photograph, **OR**
- A notarized copy of a valid United States passport, **OR**
- A notarized copy of a valid U.S. Military or Military Dependent Identification Card, **OR**
- A notarized copy of a valid U.S. Coast Guard Merchant Marine Identification Card, **OR**
- A notarized copy of a valid Native American Tribal Document, **OR**
- A notarized copy of a valid certificate verifying naturalized status, bearing the applicant's intact photograph, issued by an authorized agency of the United States, **OR**
- A notarized copy of a valid certificate verifying United States citizenship, bearing the applicant's intact photograph, issued by an authorized agency of the United States.

The notary public seal must be placed on the same page that contains a photocopy of your photo I.D. **Do not** tape/glue a copy of your photo I.D. to the notary seal page. Applications with tape/glue on pages will be returned resulting in delays of the application process.

Please use the following page for the notarization of your photo I.D.

II. IF THE COMPLETED APPLICATION IS BEING SUBMITTED IN PERSON:

If the completed application is being submitted in person by the applicant, and without a NOTARIZED copy of one of the accepted forms of identification listed above, the applicant must produce the signed Affidavit and the original of one of the above, at the time the application is submitted to CDE in Person. CDE will make a photocopy of your original copy for submission with your application.

Submitting the Verification of Lawful Presence in the United States and the required Affidavit, along with a completed application packet and the relevant fee, will allow for faster processing.

*This requirement must be met only **ONCE**.

According to Colorado Revised Statute 12-55-120, a notary public may certify a facsimile (copy) of a document if the original of the document is exhibited to him/her, together with a signed written request.

Photocopy I.D. directly on this page

(Do not tape or paste a copy of your photo I.D. on this page)



State of _____, County (or city) of _____

I, _____, a Notary Public in and for said state,
(name of notary)

do certify that on _____, I carefully compared with the original,
(Date)

this copy of _____,
(type of document, i.e. Colorado or Out-of-State Driver's License, U.S. Passport on the top of this page (see previous page for list of acceptable photo I.D)).

and have determined it to be a complete, full, true, and exact copy.

(Official signature, official seal, and commission **expiration date** of notary public)

Professional Development Activities For Professional License Renewal

A Professional License may be renewed by completing appropriate professional activities totaling six semester hours. If your license is valid, your credits must have been earned after the license issue date. If your license has expired, your credits cannot be more than five years old when you submit your renewal application to the Colorado Department of Education.

Note: Applicants who are submitting a renewal application may choose to submit renewal credits based on the Performance Based Standards listed on page 13 **OR** the new standards outlined in the letter on page 12.

In-service Education. Six semester hours of in-service credit may be earned for successful completion of in-service activities sponsored by a Colorado school district, accredited non-public school or board of cooperative services. One semester hour of professional development may be earned for each 15-clock hours of participation. Proof of completion issued by the in-service provider must be submitted with the renewal application.

College or University Credit. Six semester hours of credit may be earned by successfully completing courses offered by a regionally accredited four-year college or from a regionally accredited community college. **Institutional credits completed which are quarter hours rather than semester hours are converted to semester hours by multiplying the quarter hours by 2/3. (3 quarter hours x 2/3 = 2 semester hours).** College or university credit must be verified by submitting official transcripts with the renewal application.

Note: College transcripts must be removed from the envelope and attached to the renewal application. Submit course descriptions for each class being considered for renewal credit if the title of the course isn't reflective of the content of the course (i.e. workshop)

Educational Travel. Professional license holders may use travel experiences, which must relate to your endorsement area. Travel time to and from the destination shall not be included in the clock hours accumulated. Evidence of travel must include copies of airline tickets or hotel receipts or passport, etc **and** a copy of the curriculum created as a result of the educational travel activity **and** a letter from your Principal or Administrator verifying approval of the educational travel. **For your convenience please use the form on page 14.** Ninety (90) clock hours of professional development may be earned for educational travel. One semester hour of professional development may be earned for each 15-clock hours of participation.

Involvement in School Reform. Educators who actively participate in the formulation of policies or practices leading to school or district improvement may earn ninety (90) clock hours of professional development for these activities. One semester hour of professional development may be earned for each 15-clock hours of participation. Involvement in school reform may include, but is not limited to, membership on school site or district accountability or improvement committee(s); curriculum, standards or assessment development or implementation, in the licensee's endorsement area; implementation of standards; development or implementation of a literacy or numeracy improvement program(s). Clock hours for these activities must be verified by the principal or administrator.

Internships. Ninety (90) clock hours of professional development may be earned by completing advanced field experiences offered as part of graduate study or other professional training designed to acquire knowledge or enhance the skills of the educator. One semester hour of professional development may be earned for each 15-clock hours of participation. Official transcripts or verification by a supervisor must be submitted as evidence of completion.

Ongoing Professional Development and Training Experience. Ninety (90) clock hours of continuous professional development must be related to a license holder's present or future endorsement area(s), or must be in the areas of literacy or numeracy and may include, but are not limited to: attendance or presentation at professional conferences; service on state-wide or national educational task forces or boards; professional research and publication; supervision of student teachers or interns (Please use the Supervision of Student Teacher or Intern Form on Page 15); mentorships; and pursuit of national educator certification. One semester hour of professional development may be earned for each 15-clock hours of participation. Evidence of completion of professional development experiences may be in the form of: publications or research produced, copies of national certification, transcripts, testimonials, or verification by supervisors. Please include dates of activities and clock hours.



COLORADO DEPARTMENT OF EDUCATION

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Dwight D. Jones
Commissioner of Education

Robert K. Hammond
Deputy Commissioner

Kenneth R. Turner
Deputy Commissioner

To: Professional License Holders Seeking License Renewal

From: Educator Licensing Unit

The Colorado Department of Education is pleased to send you your Professional Educator License, allowing you to provide educational services to Colorado students.

As has always been the case, applicants who renew their Colorado Professional Licenses must submit documentation of having completed 6-semester hours or 90-clock hours of professional development activities (see below).

1. Under a new State Statute, intended to keep your knowledge of your content area(s) up-to-date, educator license renewal credits must be related to your current endorsement area or potential endorsement area.
2. **As you plan for and acquire credits** toward your next Professional license renewal - in five years, please remember that those credits must be related to:
 - Increasing content-knowledge in your existing endorsement area(s) or potential endorsement area(s);
 - or increasing your skills and/or competence in the delivery of instruction in your endorsement area(s) or potential endorsement area(s);
 - or in the content or teaching of literacy or numeracy;
 - or based on one or more of the Performance Based Standards.

...As documented by one or more of the following:

- College or university credit
- Educational travel, **in your endorsement area(s) only** (with documentation, on the CDE approved travel form and supervisor verification)
- Involvement in school reform, e.g.:
 - curriculum/standards/literacy-numeracy/assessment development/implementation, in your endorsement content area(s) or
 - accountability committee membership (representing your endorsement content area(s))
- Documented professional development - related to your current endorsement area(s), potential endorsement area(s), literacy, or numeracy, including, but not limited to:
 - Attendance/presentation at content-related professional conferences
 - Membership on content-related National/Statewide educational task forces/Boards
 - Content-related professional research/publication
 - Supervision of student teachers or interns
 - Mentorships
 - Pursuit of National Educator Certification
- Documented and effective use of assessments in planning for instructional delivery
- In-service offered by a Colorado school district or BOCES

Performance Based Standards for Colorado Teachers

Standard One: Knowledge of Literacy. The teacher shall be knowledgeable about student literacy development in reading, writing, speaking, viewing, and listening.

Standard Two: Knowledge of Mathematics: The teacher shall be knowledgeable about mathematics and mathematics instruction.

Standard Three: Knowledge of Standards and Assessment: The teacher shall be knowledgeable about strategies, planning practices, assessment techniques, and appropriate accommodations to ensure student learning in a standards-based curriculum.

Standard Four: Knowledge of Content: The elementary teacher is knowledgeable, in addition to literacy and mathematics in the following content areas: civics, economics, foreign language, geography, history, science, music, visual arts, and physical education. Middle school and secondary content teachers shall be knowledgeable in literacy and mathematics and expert in their content endorsement area(s).

Standard Five: Knowledge of Classroom and Instructional Management: The teacher is knowledgeable about classroom practice in order to successfully manage time, communications, and record keeping procedures that will support and enhance student learning.

Standard Six: Knowledge of Individualization of Instruction: The teacher is responsive to the needs and experiences children bring to the classroom, including those based on culture, community, ethnicity, economics, linguistics, and innate learning abilities. The teacher is knowledgeable about learning exceptionalities and conditions that affect the rate and extent of student learning, and is able to adapt instruction for all learners.

Standard Seven: Knowledge of Technology: The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.

Standard Eight: Democracy, Educational Governance and Careers in Teaching: The teacher recognizes the school's role in teaching and perpetuating our democratic system. The teacher knows the relationships among the various governmental entities that create laws, rules, regulations, and policies that determine educational practices.

Educational Travel Credit Form

Educational Travel must be related to your endorsement area(s)

I, _____, am providing evidence of educational travel, as related to my endorsement area(a).
(If more space is needed on any item, please use reverse side of this form.)

- I teach _____
at _____ School. Grade level(s) and Endorsement area(s)
- Dates of travel: ____/____/____ to ____/____/____
- Briefly describe specifics of travel, i.e. location, activity and other pertinent information.

- How did your travel experience increase content knowledge in your existing endorsement area?

- Amount of time spent in each activity. (Note: 15 clock hours = 1 semester hour)
Date: _____ Activity: _____ Clock hours: _____
Date: _____ Activity: _____ Clock hours: _____
Date: _____ Activity: _____ Clock hours: _____
Date: _____ Activity: _____ Clock hours: _____
Date: _____ Activity: _____ Clock hours: _____

Total clock hours: _____

Note: Do not include travel time or meal time in the clock hours calculation

You **must** provide the following three items:

- ____ Copies of airline tickets or hotel receipts or copy of passport verifying dates of travel **and**
- ____ Copy of the lesson plans created as a result of the educational travel activity **and**
- ____ Letter from Principal or Administrator verifying approval of educational travel

Additional items may include one or more of the following:

- ____ Relevant photographs
- ____ Schedule or itinerary of planned events

Supervision of Student Teacher or Intern Form
(If applicable, include with application for renewal of educator license)

I, _____, am providing evidence of supervision of student teacher or intern for license renewal credit - as related to my assignment. *(If more space is needed on any item, please use reverse side of this form.)*

- I teach _____
Grade level(s) and Endorsement area(s)
at _____ School.
- My student teacher/intern's name was _____
- He/she attended _____ College/University
- Dates mentored: ____/____/____ to ____/____/____
- Amount of clock hours actually spent mentoring the student teacher/intern _____
(Note: 15 clock hours = 1 semester hour) *(Do not record more than 90 clock hours per student teacher)*

Along with your Supervision of Student Teacher or Intern Form, please include a copy of the scheduled times you met one-on-one with your student teacher/intern. Your schedule must show the time and dates you and your student teacher/intern spent preparing activities for the week, critiquing skills, discussing school policies and procedures, etc. *Do not include* the times you spent observing your student teacher/intern in the classroom or the time they spent observing you in the classroom or the time they spent working with students as part of the time you are counting as renewal credit.

The records you keep between you and your student teacher/intern will serve as your log form. **This "log form" can be in a format of your choosing.**

Verification of supervision of student teacher/intern as evidenced by your Principal's signature:

Principal's Signature

Date

Frequently Asked Questions (FAQs)

How will I know if my credits are current?

If your license is valid, your credits must have been earned **after** the license was issued. If your license has expired, your credits cannot be more than five years old when you submit your renewal application to the Colorado Department of Education.

Can I earn renewal credit for volunteer work?

No, Colorado no longer grants renewal credit for volunteer work.

Can I use an audited class for renewal credit?

No, audited classes do not have semester or quarter hour credit issued to the educator.

How can I earn credit for educational travel?

Educational travel credit can be granted when the travel experience is related to the educator's endorsement area(s). Evidence of travel must include:

- Copies of airline tickets or a passport showing proof of date/location of travel **and**
- Copy of the curriculum created as a result of the educational travel activity and an explanation of how the experience will be used in the school system **and**
- A letter from your Principal or Administrator verifying approval of the educational travel experienced. The letter should be on school letterhead and must verify dates of travel and activities involved.

Note: If you were part of a teacher exchange program or if your students traveled with you, you may submit a letter from an administrator in lieu of airline tickets, receipts or a passport. The letter must be on school letterhead and must verify dates of travel and activities involved.

For your convenience please use the Educational Travel Form on page 14. Ninety (90) clock hours of professional development may be earned for educational travel. One semester hour of professional development may be earned for each 15-clock hours of participation.

I have attended conferences, workshops and/or seminars sponsored by private organizations. What should I submit as proof of attendance?

Evidence of the professional development activity should include a certificate of completion from the organization that offered the professional activity. All certificates should have the name of the organization, address, name(s) of the presenter(s), date of the activity (mo/day/yr), and clock hours printed on them. **Certificates with altered dates and/or clock hours will not be accepted.** If certificates are not available, the presenter can write a letter, providing the dates and clock hours. All letters should be signed and dated by the presenter(s) on company letterhead.

***Note: Activities completed outside of Colorado are acceptable.**

If my license expired years ago, can I use credit I earned but did not turn in?

Credit for the renewal of a professional license cannot be more than five years old at the time of application.

I have several certificates for classes that I have attended. Is that all I have to include with my renewal application?

Yes, only if the dates of attendance and the contact hours of attendance are noted on the certificates. **Do not alter these certificates, as CDE does not accept altered certificates.** Contact the workshop/class provider and request an updated certificate or an addendum to the original certificate if your original certificate does not include the date and/or contact hours.

The only paperwork I received from my college was a grade report. Will you accept that as proof of credit?

No, you must request an official transcript from the registrar's office at your college or university. You will probably be charged a minimal fee.

Frequently Asked Questions (FAQs)

Can I use computer courses for renewal credit?

- Yes, only if these courses Increased your content-knowledge in your existing endorsement area(s) or potential endorsement area(s) or
- Increased your skills and/or competence in the delivery of instruction in your endorsement area(s) or potential endorsement area(s) or
- Related to the content or teaching of literacy or numeracy

Can I send in renewal credit to CDE as I earn it?

No, please include evidence of renewal credit with your renewal application **6 months** prior to the expiration date noted on your license(s). You will retain the same effective date on your license.

I previously held a certificate with both my teaching and special services endorsements on it. I now have two licenses. Do I have to fill out two applications and pay two renewal fees?

Yes, when renewing more than one type of license at the same time, please photocopy your renewal application, including attachments, and submit both with a renewal fee for each license.

My school district did not notify me that my license was due to expire until it had expired. What do I do now?

It is the responsibility of the license holder to be aware of the expiration date(s) of his/her own license(s). Please follow the instructions in this packet to renew your license.

I recently received a Verification of Supervision of Student Teacher form from my college. Do I send that form to CDE for credit approval now?

No, it is no longer required that you submit this form in to CDE for credit approval. Please retain the form and submit it with your renewal application. There is a verification form in the renewal application packet on Page 15 that does not need to be signed by your college, but must be signed by your administrator.

I'm retired and want to get licensed again. What do I need to do?

You can renew your professional license with six semester hours of college/university credit or 90 clock hours of professional development activity (in-services, workshops, serving on a committee, etc.). If you so chose, you may apply for a five-year substitute authorization, if you want to teach as a substitute. Both of these applications are available on the CDE website at http://www.cde.state.co.us/cdeprof/Licensure_main.asp

How do I convert quarter hours to semester hours?

Convert quarter hours to semester hours by multiplying the quarter hour units by two-thirds [2/3]. (Example: 3 quarter hours = 2 semester hours.) **Do not round off your renewal credit to a higher number.**

1 Qtr. Hr.	=	2/3	Sem. Hr.
2 Qtr. Hrs.	=	1 1/3	Sem. Hrs.
3 Qtr. Hrs.	=	2	Sem. Hrs.
4 Qtr. Hrs.	=	2 2/3	Sem. Hrs.
5 Qtr. Hrs.	=	3 1/3	Sem. Hrs.
6 Qtr. Hrs.	=	4	Sem. Hrs.
7 Qtr. Hrs.	=	4 2/3	Sem. Hrs.
8 Qtr. Hrs.	=	5 1/3	Sem. Hrs.
9 Qtr. Hrs.	=	6	Sem. Hrs.

Frequently Asked Questions (FAQs) *continued*

What is a CEU?

CEU's or Continuing Education Units are hours issued to individuals who participate in and complete a non-credit educational course. They are also issued to professionals who have attained a level of education and need continuing education each year to renew their Professional License. CEU's can be issued by a college, association or company. CEU's are not the same as college credits or semester hours. **Do not round off your renewal credit to a higher number.**

How do I convert CEU's to semester hours?

.1 CEU =	1 contact hour		
.2 CEU =	2 contact hours		
.3 CEU =	3 contact hours		
.4 CEU =	4 contact hours		
.5 CEU =	5 contact hours		
1 CEU =	10 contact hours =	2/3	Sem. hrs.
2 CEU's =	20 contact hours =	1 1/3	Sem. Hrs.
3 CEU's =	30 contact hours =	2	Sem. Hrs.
4 CEU's =	40 contact hours =	2 2/3	Sem. Hrs.
5 CEU's =	50 contact hours =	3 1/3	Sem. Hrs.
6 CEU's =	60 contact hours =	4	Sem. Hrs.

How are contact hours converted to semester hours?

Take the total number of contact hours and divide by 15.

Contact hours are usually issued for professional development activities. See Pages 10 and 11 for information about the type of professional development activities that are acceptable for renewal credit. The amount of time spent in the activity should be verified by your school district or the organization offering the professional development. Contact hours earned through various professional development activities, meetings, workshops are cumulative. **Do not round off your renewal credit to a higher number.**

15 contact hours =	1 semester hours
30 contact hours =	2 semester hours
45 contact hours =	3 semester hours
60 contact hours =	4 semester hours
75 contact hours =	5 semester hours
90 contact hours =	6 semester hours

I'm not going to be using my Professional License right now. Can I place it on hold and how would I do this?

Yes, an active Professional License can be placed "on hold until further notice." The only requirement is a letter from you, stating you would like your license placed on hold. Attach your license to the letter and send both to CDE. CDE will notify you by mail once your license has been placed on hold. Please include your social security number and mailing address in the letter.

My license is on hold. What do I do to re-activate my license?

You need to submit a letter to CDE requesting that your license be re-activated. CDE will print and mail you a current license. Your license will have a new issue and expiration date. Please include your current mailing address in the re-activation letter.

Does placing my license on hold extend the time on my license?

While on inactive status, the expiration date of the professional license is suspended. When the professional license is returned to active status, it will be valid for the period remaining on the license as of the date the license holder assumed inactive status. (Example: A professional license was active from 1-1-1999 to 1-1-2004. On 1-1-2002 the license was placed on inactive status with 2 years remaining on the license. On 1-1-2004 CDE receives a letter from the applicant requesting that their license be reinstated. The new issue date would be 1-1-2004 and the new expiration date would be 1-1-2006.

Frequently Asked Questions (FAQs) *continued*

My license is currently on hold. Can I work on credits for the renewal of this license?

Yes, but be aware that when you **reinstate** your license your renewal credit must have been completed within the five-year period preceding the date on which the Professional license will expire after it is returned to active status. Licenses that are on hold are given new expiration dates.

My old Type D Certificate has expired. What is required to renew it?

We now issue Professional Principal and Professional Administrator licenses. All applicants who want to renew an expired Type D Certificate are required to have completed training in Personnel Performance Evaluation. Applicants who previously have had training in evaluation skills may submit verification of that training when submitting a renewal application to CDE. The coursework you completed must include a minimum of 30 contact hours of instruction. The training must include data collection, data analysis, conferencing, goal setting, supervising teachers, evaluation report writing and legal aspects of evaluation. Submission of an official transcript verifying completion of a Personnel Performance Evaluation course is acceptable.

If you have not completed the required training, please contact the Educator Licensing Unit at CDE at 303-866-6628, ext. 0 for further information.

Criminal History Record Check

Fingerprinting

Each person applying for a Colorado educator license, authorization, endorsement, or Colorado teacher education program must submit a properly completed CDE fingerprint card containing a readable set of his/her fingerprints to the **Colorado Bureau of Investigation (CBI)**. The Colorado Department of Education (CDE) has a separate fingerprint requirement and provides a separate CDE fingerprint card by request. Fingerprints are **NON-TRANSFERABLE** from other states or any other source. However, if an applicant has **previously** submitted his/her fingerprints to CDE or CBI in conjunction with a previous application for an educator license, authorization, endorsement, or Colorado teacher education program and are **on file with CDE**, only then will the applicant be considered to have satisfied the fingerprinting requirement for CDE. The applicant's fingerprints are used to obtain a statewide and nationwide criminal history record information check. Applicant's can check their fingerprint requirement status on the CDE licensing website at:

<https://forms.cde.state.co.us/pes/DOBSearch.jsp>

Instructions

1. Contact your local police or sheriff's department for information about their fingerprinting policies. Most law enforcement agencies charge for fingerprinting applicants and have limited times during which they provide this service. If you are not a resident of the area, confirm that the agency will fingerprint a nonresident.
2. Do not complete the identification section of your fingerprint card before having your fingerprints taken. Many police departments have computerized scanning equipment that will imprint your personal information on the fingerprint card. You will have to fill in your personal information, in black ink, if the law enforcement agency does not have computerized scanning equipment.
3. When the law enforcement agency directs you to complete the identification section of the fingerprint card, use **black ink** to fill out the card as instructed on the following page. Please know that the CBI and FBI will reject your fingerprint card for failure to complete the card as instructed on the following page and/or for the following reasons.
 - Poor penmanship
 - Use of pencil
 - Use of ink other than **black**
 - Use of highlighter on card or any other marks
4. The law enforcement agency will require you to present photo identification at the time of fingerprinting. Please confirm with the officer performing the fingerprinting that your fingerprints are readable. Please know that if the CBI and/or FBI cannot read your fingerprints, you will be required to submit another completed fingerprint card with a readable set of your fingerprints.
5. Please send your fingerprint card and fingerprint processing fee of \$39.50 to the **Colorado Bureau of Investigation (CBI)** prior to submitting your application to CDE. **DO NOT FOLD OR BEND THE FINGERPRINT CARD.**
6. CBI's mailing address is:
Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Denver, CO 80215
303-239-4208

CBI's website: <http://cbi.state.co.us>

CBI accepts the following forms of payment: Money Orders, Certified Checks, MasterCard, Visa, and Cash. Cash will only be accepted by the CBI if delivered in person with your fingerprint card. If you would like to use a credit card by mail, please download the following form:

<http://www.cbi.state.co.us/id/Forms/Credit%20Card%20Form.pdf>

Educator Licensing Fee Information

The Colorado State Board of Education annually sets fees for all applications, licenses, authorizations, and additional endorsements issued by the Colorado Department of Education.

- Applicants are required to make an on-line payment using a Credit Card (Visa, MasterCard, American Express, etc.) or Debit Card.
- Applicant will be issued a **Receipt Number** at the time of payment. That receipt number **must** be written on the **first page** of your application. Please include a copy of your **Receipt Page** (download from the on-line payment page) with your application.

Log on to the payment website to pay your evaluation fee at:

<http://www.colorado.gov/edlicense60>

All on-line payments must be made on the website listed above. This process must be completed **prior** to submitting an application to CDE. Please **do not** forget to download your **Receipt** page and include a copy of the **Receipt** page with your application.

Please select the \$60.00 license fee

BEGINNING AUGUST 1, 2008:

- On-line payments will be the **ONLY** payment option for licensing fees.
- Credit or Debit Card payments may be made in person.
- All other payment forms will be discontinued.