

Teacher Licensing Information

A valid Colorado license is required for employment as a teacher, principal, administrator, or special services provider in the public schools in Colorado.

***Professional License Renewal**

The renewal of a Colorado Professional License requires the completion of the equivalent of a minimum of six 6 credits and/or 90 contact hours. Only that credit earned after your license was issued and within the five-year period preceding the date of application is accepted by CDE.

***Initial License Renewal**

An Initial License may be renewed for a period of three years if the holder has been unable to complete an approved induction program offered by a school district, board of cooperative services or other approved educational entities for reasons other than incompetence.

Documentation Necessary for CDE Relicensing

Official transcripts of college or university credit, inservice documents, and other acceptable evidence of credit earned must be submitted with the application to CDE for relicensing.

CDE License Renewal Requirements for Professional License Holders (All activities must relate to the Colorado Professional Educator Standards, but *none* of them require prior approval from CDE)

All BVSD educators may earn CDE license renewal credit for successful completion of one or more of the activities listed below:

- a. **Inservice Education** (*These certificates are earned through Learning Services only*) One semester hour of professional development (CDE) may be earned for each 15 clock hours of participation. Proof of completion issued by the inservice provider must be submitted with the renewal application. For each inservice activity completed, you will need to supply a statement on your application explain how the activity is related to the Colorado Professional Education Standards.

***Salary** credit may be earned for Boulder Valley teachers (only) attending a BVSD sponsored inservice class. Courses must be set up **at least 2 weeks in advance** to offer salary credit and participants must do an additional assignment outside the classroom to qualify. A **Proposal for Inservice Education Credit** (attached) may be found on the BVSD website, [www.bvdsd.org](#). Courses are set up to offer credit in increments of .5 credit hours equal to 7.5 hours of class contact time plus an equal number of contact hours outside the classroom as an assignment. (e.g., 7.5 class hours + 7.5 assignment hours = .5 salary/CDE relicensing credit; 15 class hours + 15 assignment hours = 1 salary credit)

- b. **College or University Credit:** Six semester hours of credit may be earned by successfully completing course offered by a four-year or graduate, regionally accredited college or university, or from a regionally accredited Colorado junior college or community college. Credits completed at an institution 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. Courses must

relate to the Colorado Professional Educator Standards on your application to CDE. Boulder Valley Schools does not issue Professional Growth Certificates to class participants attending a college or university class.

- c. **Educational Travel Independent Study:** Professional license holders may use travel experiences, which are designed to enhance knowledge and teaching skills, and are directly related to the Colorado Professional Educator Standards. Evidence of educational travel shall be in the form of reports, materials, or products developed. Ninety (90) clock hours of professional development may be earned for educational travel. Clock hours accumulated for credit should only include those participating in the study. Travel to and from the destination should not be included. BVSD does not issue certificates for educational travel independent study.
- d. **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. Involvement in school reform may include, but is not limited to, services in local accountability and reform efforts, or curriculum, standards, and assessment development. Activities must be directly related to the Colorado Professional Educator Standards. Evidence should be in the form of reports, materials, or products developed. Certificates are obtained through your school office for completed activities at your school. For District wide activities, certificates are generated through the Department of Learning Services. These certificates are not used for salary increment credit.
- e. **Internship:** 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. Internships must be directly related to the Colorado Professional Educator Standards. Official transcripts or verification by a supervisor must be submitted as evidence of completion. These are obtained through an outside sponsoring company and not through Boulder Valley School District.
- f. **Ongoing Professional Development:** Ninety (90) clock hours of continuous professional development related to improving knowledge and skills may be applied to renewal. Ongoing professional development and training experiences 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 intern; mentorships, pursuit of national educator certification; professional, technical or occupational training. These professional development and training experiences must relate to the Colorado Professional Educator Standards. Evidence of completion of professional development experience may be in the form of publications or research produced, copies of national certification, transcripts, testimonials, or verification by supervisors. These certificates are generated through your school office for activities at your school. For district wide activities they are generated through the Department of Learning Services. These certificates are not used for salary increment credit.