

## **Colorado Department of Education's (CDE) Online Educator Licensing System Information**

CDE Online License Application website: <https://www.colorado.gov/cde/licensing/Default.aspx>

### **General Application Information (for all applications)**

- You may submit your online license application up to 6 months prior to the expiration date.
- The fee is \$80.00 per application. Fees must be paid with a debit or credit card at the end of your application process.
- It is recommended that you use your email address for your User ID. Please write down and keep your User name and Password in a safe place. User names have to be reset by CDE. Passwords can be reset online if you know all three answers to your three security questions (please write those down as well).
- Please keep your email address in your application current. Email will be CDE's primary way of contacting you.
- Section requesting EDID Number (your educator identifier number), is not required.
- You will list your current/expired license, but you do not need to upload a copy unless it is an out of state license. CDE has all Colorado licenses on file.
- Finger print information only needs to be filled in if you have not yet submitted a finger print card to CDE. If you need to check if CDE already has your fingerprints on file, you may check online at: <https://edx.cde.state.co.us/PublicEducatorSearch/DOBSearch.jsp>
- You will need to scan a copy of your driver's license (or other accepted document listed on the application) and upload it to the application for the lawful presence section.
- CDE asks for 5 years of work history. You will need to end date your current employment. Please put the date you are filling out your application as the end date. In the text box "Reason for Leaving" type: still currently employed.

### **Initial to Professional License Application**

- You will need to upload a copy of your induction certificate in this application.

### **Professional License Renewal Application (Select: "Renewal of Professional")**

- **Important updated information from CDE regarding renewing professional teaching license:**  
As of June 1, 2012, there has been a change in the requirement for applicants renewing professional teaching licenses. When an applicant is renewing, they must now fill out the "Summary Report of Professional Activities" and upload copies of the documented credit listed on the form (professional development certificates, training certificates, transcripts, etc.). As of June 1, 2012, if the application does not have both the Summary Report and supporting documents, the process will be delayed.
- All renewal hours on the Summary Report sheet must be recorded in Contact hours. You need 90 contact hours for renewal.
  - 1 semester hour = 15 contact hours
  - 1 quarter hour = 10 contact hours
  - 1 CEU = 1 contact hour

**Application list (In order as it appears on CDE):**

1 Year Substitute Authorization	Not available in Boulder Valley School District
3 Year Substitute Authorization	For new applicants and renewals of 3 year sub authorization (Requires Bachelors degree or higher)
5 Year Substitute Authorization	For new applicants and renewals of 5 year sub authorization (Requires completed teacher preparation program)
Added Endorsement-Approved Program	Adding additional endorsement after completing a college program
Added Endorsement-Credit or Assessment	Adding an additional endorsement through passing the PLACE or Praxis II or through 24 semester hour review
Adjunct Instructor Authorization	For teachers with endorsement areas not available in Colorado
Administrator license	For first time applicants for administrator (superintendent)
ALT: Statement of Eligibility	Application to become eligible to participate in an alternative teacher program. This is <u>not a license</u> and is referred to as an "SOE."
Alternative Programs	For a new license once an applicant with an SOE has obtained a full time teaching job.

Career & Technical Education (CTE) Authorizations: Not for regular teaching licenses

Career & Technical Education (CTE): Initial to Professional

Career & Technical Education (CTE): Added Pathway

Career & Technical Education (CTE): Initial

Career & Technical Education (CTE): Renewal/Reinstatement

Educational Interpreter Authorization	For Educational Interpreters, new and renewals
Emergency Authorization	Not available in Boulder Valley School District
Initial to Professional	After completing induction, this application moves you from your initial to your professional license
Master Teacher Certificate	For teachers that have completed National Board Certification
Principal	For first time applicants for the principal license
Renewal of Initial License / Interim Authorization	For all types of initial/interim license renewals Interim Licenses may only be renewed once.

Renewal of Professional	For all types of professional license renewals
School Speech-Language Pathology Assistant	For new applicants and renewals of this authorization
Special Service Provider	For first time applicants for a special service provider license
Teacher	For first time applicants for a teacher license
Temporary Educator Eligibility	Only available for special cases in Boulder Valley School District; must be approved by Special Education Department and HR

\*Please note the following application types have been removed from this list but are available online: Exchange Educator Interim Authorization, Junior Reserve Officer Training Corps Instructor Authorization, and Literacy Instruction Authorization.