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Added Endorsements

Educators who hold a valid Colorado Professional or Initial teaching license or Interim authorization may add endorsements to that license or authorization through one of two routes: the completion of a college or university-approved program, or a combination of academic content credit and assessment.

Added Endorsement Based on Completion of an Approved Program

Educators seeking to add a **second** or **subsequent endorsement** area to their valid Colorado license may do so through the completion of a state-approved program offered by an institution of higher education. The college or university provides advisement concerning specific requirements for the new endorsement. You can access a list of all the Colorado universities approved to offer teaching, special services, principal and administrative programs at <http://www.cde.state.co.us/cdeprof/resources.htm>. The applicant must pass the content area assessment exam in the endorsement area being sought. Upon completion of the program, the institution provides a recommendation to the Department of Education for the added endorsement.

OR

Additional Endorsement Based on Content Credit and Assessment

Educators seeking to add a second or subsequent endorsement to their Colorado license may do so through a combination of academic preparation and assessment only in the following areas:

Agriculture & Renewable Natl. Resources	Foreign Language @	Physical Education
Art	Gifted and Talented Education	School Librarian
Business	Health	Science
Business/Marketing	Instructional Technology	Social Studies
Drama	Linguistically Diverse (ESL)	Special Education Generalist
Early Childhood Education	Linguistically Diverse: Bilingual	Speech
Elementary Education	Marketing	Technology Education (Industrial Arts)
English/Language Arts	Mathematics	Teacher Librarian * #
Family and Consumer Studies	Music	Trade and Industry Education

@ French, German, Italian, Japanese, Latin, Russian, and Spanish

* **Master's degree in library science or school library media required plus a minimum of one (1) year of classroom teaching experience.**
Requires one (1) year of teaching experience.

The following Two requirements must be met to qualify for the added endorsement being sought:

Academic Credit: Applicant must submit verification of **24 semester hours** of relevant content credit from an accepted institution of higher education or the equivalent as determined by the Department of Education through a transcript and professional development credit review.

*College Credit *In-service *Workshops *Relevant Work Experience
*Dantes exams: www.getcollegecredit.com *Clep exams: www.collegeboard.com/clep

Note: Please include a detailed account of contact hours spent in each professional development activity/experience submitted for credit. Fifteen contact hours is equivalent to one semester hour of credit. The teaching experience must be in the form of a letter from your administrator. A maximum of 6 semester hours of credit may be granted for professional development activities/experience (CDE may grant a maximum of 12 semester hours of work experience credit and/or a maximum of 12 semester hours of credit for a combination of professional development credit, college credit, workshops, in-service, and/or testing) for the Instructional Technology endorsement). (CDE may grant 6 semester hours of work experience, and/or 9 semester hours of professional development, and at least 15 semester hours must be graduate college semester hours for the Gifted and Talented endorsement) **and...**

Assessment: Applicants must pass a PLACE[®] exam **or** PRAXIS II exam in the endorsement area being sought. The PLACE[®] exam has been approved by the Colorado State Board of Education (CSBE) for all endorsement areas. The only Praxis II exams that have been approved by the CSBE are: Elementary Education (Test 10014), English (Test 10041), Mathematics (Test 10061), Science (Test 10435), and Social Studies (Test 10081). You can register on-line for PLACE exams at www.place.nesinc.com and for Praxis II exams at www.ets.org/praxis/prxaboutll.html

Frequently Asked Questions

Will the effective date of my license change when a new endorsement is added to it?

Your added endorsement will be added to your existing valid license or authorization. The effective date of your license or authorization will not change. You will be required to renew your license by submitting a renewal application if you are nearing your expiration date. Interim Authorizations can only be renewed once.

I'm a special education teacher. I want to add an endorsement based on completion of an approved program outside of Colorado. What endorsement(s) will I qualify for in Colorado?

Your added endorsement application and supporting documents will be evaluated by CDE to determine what endorsement(s) you qualify for. This will be based on your approved program and may require submission of course descriptions to clarify the content of your special education program.

Does the academic credit have to be from graduate-level coursework if I am adding an endorsement based on credit and assessment?

No, you may submit transcripts of both undergraduate and graduate coursework completed at a regionally-accredited college or university. The Gifted and Talented endorsement requires a minimum of 15 semester hours of graduate credit.

Will I be able to use life experience for credit if I am adding an endorsement based on credit and assessment?

Yes, you can document work experiences and past activities that directly relate to the endorsement that you are seeking. Please provide an explanation of those activities and experiences and how they directly enhanced your knowledge of the content area that you are seeking. Such experiences must be consistent with the State's content preparation requirements for the proposed endorsement area. CDE is able to grant a maximum of six (6) semester hours of work experience, and/or professional development credit towards an added endorsement for all endorsement areas except Instructional Technology and Gifted & Talented. CDE is able to grant a maximum of twelve (12) semester hours of professional development, and/or a maximum of twelve (12) semester hours of work experience credit towards an added endorsement in Instructional Technology. CDE is able to grant a maximum of six (6) semester hours of work experience and/or nine (9) semester hours of professional development towards an added endorsement in Gifted & Talented.

Does CDE require teaching experience for an added endorsement based on credit and assessment?

Teaching experience is required only for those seeking an endorsement for Teacher Librarian: one (1) year teaching experience.

Checklist for an Added Endorsement Based on an Approved Program

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 to you without action.**

Check List	No.	List of Items to Complete Application
	1.	Page 5. Sections A, B and C must all be completed by applicant. The original form must be signed and dated. Section C must be <u>signed and dated</u> to avoid having the application returned without action.
	2.	Page 6 or 7: Section D to be completed by applicant. Section E to be completed by college or university official.
	3.	Page 8. Only for those seeking an endorsement for Reading Teacher, Reading specialist, Instructional Technology specialist, or Teacher librarian. If you are seeking an endorsement other than these three, <u>DO NOT COMPLETE PAGE 7</u> . Section F is to be completed by the applicant. Section G by the school administrator.
	4.	Page 9 and 10, the Oath and Consent Form. Please complete, sign, date and attach documentation, if required. Please answer all questions. Page 9 must be <u>signed and dated</u> to avoid having the application returned without action.
	5.	Pages 11, Affidavit Form must be signed and dated by applicant (does not have to be notarized).
	6.	Pages 12 and 13, explanation of acceptable forms of identification for Verification of Lawful Presence in Colorado. Page 13 <u>only</u> must be notarized (notary must include an expiration date).
	7.	Official Transcripts from the college or university where your endorsement program was completed. An official transcript bears the seal of the institution and the signature of the registrar. Official transcripts with the registrar's seal and stamped "Issued to the Student" will be accepted. Grade reports, photocopies, and letters from faculty members are not acceptable. Remove transcripts from official sealed envelope(s) and attach to the back of your application. DO NOT have transcripts sent directly to the Department of Education.
	8.	CDE requires official documentation prior to making a name change for an applicant if you have held a previous license or authorization issued by CDE. Please provide a photocopy of your marriage license, divorce degree or court document verifying your name change.
	9.	Non-refundable application processing fee of \$60.00 (see page 16) paid with the on-line payment system. Applicant will be issued a Receipt Number at the time of payment. That receipt number must be written on the <u>first page</u> of your application and you MUST include a copy of your Receipt Page (download from the on-line payment page) with your application. Credit or Debit Card payments cannot be made in person.
	10.	A CDE fingerprint card is required by each person submitting an application to CDE (*Please see Pages 14-15 for instructions and fee sheet), <u>UNLESS</u> that person has previously been fingerprinted by CBI specifically for CDE. You can check the status of your fingerprint requirement on our website https://forms.cde.state.co.us/pes/KOBSearch.jsp . A fingerprint requirement for your school district does not meet the licensing fingerprint requirement for CDE. Your license or authorization cannot be issued until CDE has received your criminal history record check from CBI.
* Submission of a Fingerprint Card is required unless you have previously submitted one for licensure.		

Return the completed application and attachments to:	Send your fingerprint card and fingerprint fee to:
Colorado Department of Education Educator Licensing 201 E. Colfax Ave., Room 105 Denver, Colorado 80203-1779 (303) 866.6628	Colorado Bureau of Investigation 690 Kipling Street, Suite 3000 Denver, CO 80215 (303) 239.4208

Application for an Added Endorsement Based on an Approved Program

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** Did you submit a CDE-approved fingerprint card to CBI? When? _____

Additional endorsement requested: _____
(Example: Elementary Education, Social Studies, French)

I completed the content area assessment exam for this endorsement area on _____
(Date of exam)

Do you hold a Career and Technical Education credential? _____

Section B: To be completed by applicant.

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 C: 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.

STATE	COLLEGE	DEGREE	YEAR

Prof. Lic/Cert/Reg	Type of License	Level	Endorsement(s)
	Effective Date:		
PLACE/PRAXIS II Test Date			
	Approved by:		

Application for Added Endorsement Based on an Approved Program

Section F: Only for those seeking an endorsement for Reading Teacher, Reading specialist, Instructional Technology specialist, or Teacher librarian.

Complete and forward this page to your most recent employer for completion of Section G. When this page is returned to you, include it with your application. (Please print or type.)

Legal Name	Last	First	Middle	Social Security Number
				Date Birth

List all full-time and part-time teaching K-12 experience you have completed in the requested endorsement area. List most recent experience first. Attach a separate page for additional experience, if applicable.

- Reading Teacher—2+ years of licensed teaching experience is required.
- Reading Specialist—3+ years of licensed teaching experience is required.
- Instructional Technology Specialist—3+ years of teaching experience is required.
- Teacher Librarian—1+ year of teaching experience is required.

Grades Taught	Subject area	Employment Dates mo/yr – mo/yr	District	City/State	Full-Time	Part-Time

Section G: Verification of Employment

To the Applicant: This section is to be completed by the school administrator at the location where your experience was completed. Please forward this page to that administrator with a request to complete Section G and return the page directly to you. Your experience must be verified by each respective administrator. If this experience was in different school districts, please copy this page and forward it to each administrator.

To the Administrator: Please verify the above information, complete this section and return this page to the applicant. If you know of any reason that this applicant should not teach in Colorado schools based on professional incompetence or unethical behavior, please provide a statement of the reason on a separate page to the Supervisor of the Educator Licensing Unit.

I verify that, to the best of my knowledge, the above information is correct.	
Name of School Administrator	Title
Signature (School Administrator)	Date
School District	Phone
Address	City, State, Zip Code



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
				Month _____ Day _____ Year _____
City	State	Zip		Social Security Number
Telephone				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.

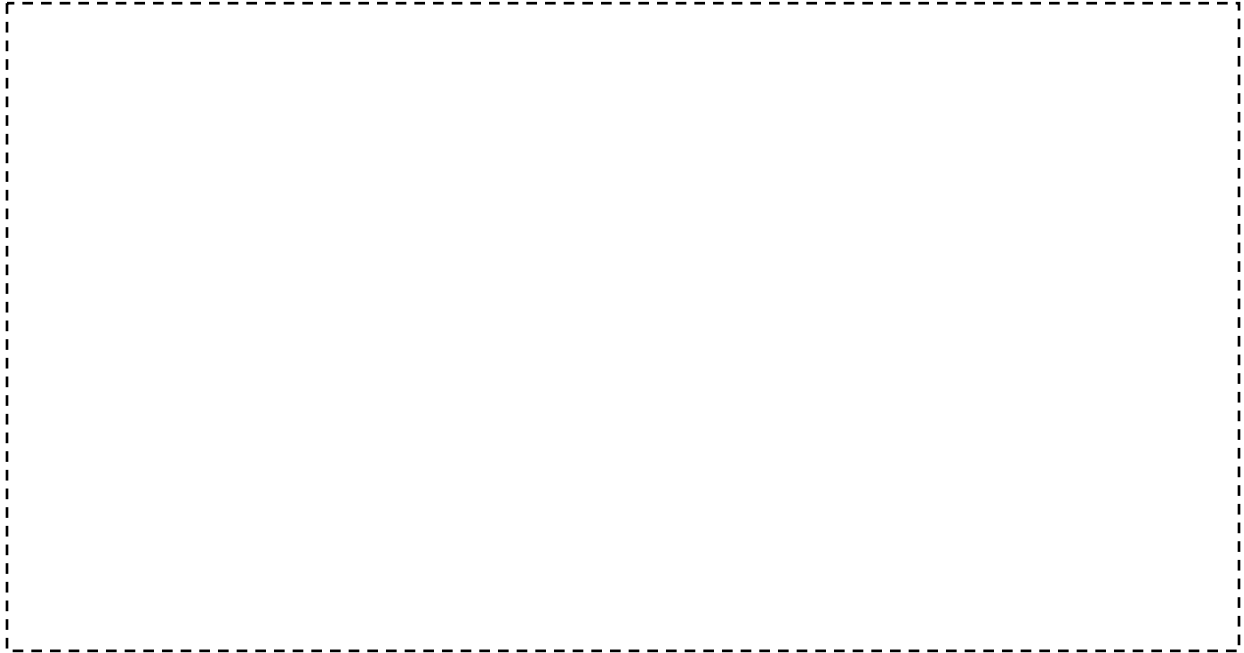
Submitting the Verification of Lawful Presence in the United States and the required Affidavit, along with a completed application packet and the relevant fee, will allow for faster processing.

*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)

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.