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Explanation of Substitute Authorizations

It is not necessary to obtain a Substitute Authorization if you hold a valid Professional or Initial Teaching License, or an Interim Teaching Authorization. Please provide your employing school district(s) with a copy of your valid license.

Holders of a Special Services Provider License may not apply for a 5-Year Substitute Authorization.

A Five (5) Year Substitute License may be issued to an applicant who:

- Holds a valid standard teaching certificate, credential or license from another state
- OR**
- Holds or has held a standard Colorado teaching certificate or license.

(A substitute permit or authorization from another state cannot be considered a standard teaching license.)

A Three (3) Year Substitute Authorization may be issued to an applicant who:

Holds a Bachelor's degree or higher from a regionally accredited institution of higher education or its equivalent.

(A renewal of the three-year Substitute Authorization does not require the resubmission of an official transcript.)

A One (1) Year Substitute Authorization may be issued to an applicant who:

- Has a high school diploma as verified by the employing school district.
- Provides evidence of successful experience working with children or youth as verified by the employing school district.

NOTE: Applications for the One-Year Substitute Authorization should be obtained from the employing school district, not from CDE or on-line. School districts can contact the Educator Licensing Unit to request an electronic copy of the One-year Substitute Authorization.

Checklist: Five Year Substitute Authorization

Please use the following checklist when compiling your 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.**

1. _____ Page 4. Sections A, B, C and D must all be completed by the applicant. The original form must be signed and dated with original signatures on all required pages. **Section D must be signed and dated to avoid having the application returned without action.**
2. _____ Pages 5 and 6, the Oath and Consent Form. Please complete, sign, date and attach documentation, if required. Please answer all questions. **Page 6 must be signed and dated to avoid having the application returned without action.**
3. _____ Page 7 Affidavit Form signed and dated by applicant (**does not have to be notarized**).
4. _____ Page 8 and 9 **Notarized** form (with notary expiration date) of acceptable identification to verify lawful presence (Page 9 **only** must be notarized).
5. _____ A copy of your standard teaching certificate or license either valid or expired. For in-state residents, If you do not have a copy, please submit information regarding the date of certification and expiration. All out-of-state applicants must submit a copy of a valid license/credentials.

(Note: Renewal applications for the Five-Year Substitute Authorization do not require a copy of your license.)

6. _____ CDE requires official documentation from an applicant prior to making a name change for that person. Please provide a photocopy of your marriage license, divorce decree or court document verifying your name change, if you have held a previous license or authorization issued by CDE.
7. _____ Non-refundable application processing fee of **\$60.00 (see page 20)** paid with the CDE on-line payment system. 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. Debit or Credit Card payments cannot be made in person.
8. _____ A completed CDE fingerprint card and processing fee must be submitted directly to the Colorado Bureau of Investigation prior to application. *Please see pages 17-18 for instructions and page 20 for the fee sheet. Your authorization cannot be issued until CDE has received your criminal history record check from CBI.

* Submission of a fingerprint card and fingerprint fee is required unless you previously submitted a fingerprint card and fee to CDE.

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

Plan ahead. Applications can only be processed in the order received. The Educator Licensing unit is unable to check application status and is unable to expedite paperwork. Please keep your address up-to-date with the Licensing Office by calling 303-866-6628, extension 0.

Return the completed application and attachments to:

Educator Licensing
Colorado Department of Education
201 E. Colfax Ave., Room 105
Denver, Colorado 80203-1799
303-866-6628

Send your fingerprint card and fee to:

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

Application: Five Year Substitute Authorization

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? _____ CBI is taking approximately 10-12 weeks to process fingerprint cards. We must receive your CBI report before we can complete your application evaluation.

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 _____

Please indicate if this is a renewal of a five-year substitute application: Yes No

Section C To be completed by applicant. List all K-12 school employment within the last five years in specialization area.

Employment Dates Mo./Year – Mo./Year	Employer	Assignments Or Duties

Section D To be completed by applicant.

Affidavit

I, _____, (PRINT NAME), affirm under penalty of perjury under 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.

Type of Authorization:

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
				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)

Checklist: Three-Year Substitute Authorization

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 11. Sections A, B, C and D must all be completed by applicant with original signatures as required. The original form must be signed and dated. **Section D must be signed and dated to avoid having the application returned without action.**
2. _____ Pages 12 and 13, the Oath and Consent Form. Please complete, sign, date and attach documentation, if required. Please answer all questions. **Page 13 must be signed and dated to avoid having the application returned without action.**
3. _____ Page 14, Affidavit Form signed and dated by applicant (**does not have to be notarized**).
4. _____ Page 15 and 16, **Notarized** form (with notary expiration date) of acceptable identification to verify lawful presence (Page 16 **only** be notarized).
5. _____ Official Transcripts from the college or university where the Bachelor's degree was completed showing degree was conferred or awarded. 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. Transcripts may be out of the official sealed envelope. **DO NOT have transcripts sent directly to the Department of Education.**

(NOTE: Renewal applications for the Three-Year Substitute Authorization do not require official transcripts)

6. _____ 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 decree or court document verifying the name change, if you have held a previous license or authorization issued by CDE.
7. _____ Non-refundable application processing fee of **\$60.00 (see page 20)** paid using the CDE on-line payment system. 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. Debit or Credit Card payments cannot be made in person.
8. _____ A completed CDE fingerprint card and processing fee must be submitted directly to the Colorado Bureau of Investigation prior to application.* Please see pages 17-18 for instructions and page 20 for the fee sheet. **Your 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 a fingerprint card for licensure to CDE.

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

Plan ahead. Applications can only be processed in the order received. The Educator Licensing unit is unable to expedite applications or perform an application status check.

Please keep your address up-to-date with the Licensing Office by calling 303-866-6628, extension 0.

Return the completed application and attachments to:
Educator Licensing
Colorado Department of Education
201 E. Colfax Ave., Room 105
Denver, Colorado 80203-1799
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

Application: Three Year Substitute Authorization

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? _____ CBI is taking approximately 10-12 weeks to process fingerprint cards. We must receive your CBI report before we can complete your application evaluation.

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 _____

Please indicate if this is a renewal of a three-year substitute application: **Yes** **No**

Section C To be completed by applicant. List all K-12 school employment within the last five years in specialization area.

Employment Dates Mo./Year – Mo./Year	Employer	Assignments Or Duties

Section D To be completed by applicant.

Affidavit

I, _____, (PRINT NAME), affirm under penalty of perjury under 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 space. For Licensing Office only.

Type of Authorization:

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
Work () _____	Home () _____		Email address	

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)

Transcripts...

- Only official transcripts will be accepted. 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. *All transcripts must be included with your application.* Grade reports and letters from faculty members are not acceptable. Do not have transcripts sent directly to the Department of Education. Transcripts may be out of the official sealed envelope.
- Photocopies of transcripts will not be accepted. CDE will not provide photocopies of your official transcripts. Additional copies of your transcripts for employment and other needs should be requested from the college or university registrar.
- Transcripts submitted for licenses and authorizations become the property of the Colorado Department of Education. Only the transcript showing the Bachelor's Degree was conferred need to be included with your application.

Foreign Transcripts...

The Colorado Department of Education does not determine degree, credit, and program equivalencies for persons with credentials from outside the United States, except for Canadian transcripts which are in English. Please work directly with a recognized credentials evaluation agency and include the appropriate evaluation with your application. **Request a course by course evaluation.** Agencies should be members of the National Association of Credential Evaluation Services (NACES).

The following are the names and addresses of two acceptable credential evaluation services:

World Education Services, Inc.
P.O. Box 11623
Chicago, IL 60611-0623
Telephone: (312) 222-0882
<http://www.wes.org>

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
<http://www.ece.org>

CDE will also accept equivalency evaluations from all members of NACES. Their website address is www.naces.org

Evaluation...

The Colorado Department of Education will evaluate your complete application according to Colorado State Board of Education standards. Plan ahead. Apply well in advance of the date of anticipated employment.

Fees submitted for evaluations are not refundable and are valid for one year from the date they were originally received by CDE.

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>

DO NOT FOLD OR BEND THE FINGERPRINT CARD

DO NOT WRITE YOUR PERSONAL INFORMATION IN THE BOXES BELOW – THIS IS ONLY AN EXAMPLE

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			LEAVE BLANK	
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME	FBI			
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		OR I		COCB10000		DATE OF BIRTH <u>DOB</u>
RESIDENCE OF PERSON FINGERPRINTED				COLO B OF I		DENVER, CO		Mon <u>10</u> Day Year
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	CITIZENSHIP <u>CTZ</u>	SEX	RACE	HGT	WGT	EYES	HAIR
<u>14</u>		YOUR NO. <u>OCA</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>	CLASS _____		PLACE OF BIRTH <u>POB</u>			
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>	REF. _____		LEAVE BLANK			
Educator Licensing Colorado Department of Education 201 East Colfax Avenue, Room 105 Denver, CO 80203		SOCIAL SECURITY NO. <u>SOC</u>						
Educator Licensing Section 22-60.5-103, C.R.S.		MISCELLANEOUS NO. <u>MNU</u>						
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <u>16</u> → </div>						

USE BLACK INK TO COMPLETE THE CDE FINGERPRINT CARD AS FOLLOWS:

1.	NAME	Type of Print Last, First, Middle Name
2.	AKA	Maiden name, other married names or any other name used
3.	CITIZENSHIP	Country
4.	SEX CODES	M (Male) or F (Female)
5.	RACE CODES	A (Asian), B (Black), I (American Indian), W (White, Hispanic)
6.	HEIGHT	Feet and inches (5'6" = 506, 6' = 600)
7.	WEIGHT	Pounds (090, 100, 250, etc.)
8.	EYE COLOR	BLK-Black, BLU-Blue, BRO-Brown, GRN-Green, GRY-Gray, HAZ-Hazel
9.	HAIR CODES	BAL-Bald, BLK-Black, BLN-Blonde, BRO-Brown, GRY-Gray, RED-Red/Auburn, WHI-White
10.	DOB	Date of Birth
11.	POB	Place of Birth – State Only (or country if other than the USA)
12.	SIGNATURE	Signature of person fingerprinted – Applicant's Signature
13.	RESIDENCE	Complete mailing address of person fingerprinted; include city, state, and zip code
14.	DATE/SIGNATURE	Date fingerprinted, Signature of Law Enforcement Official taking fingerprints
15.	SOC	Social Security Number
16.	FINGERPRINTS	All Applicant prints must be taken by a law enforcement agency. NOTE: The FBI requires that all fingerprint images be present on fingerprint submissions. This includes ten rolled impressions and ten plain impressions. Indicate fingers missing at birth and amputated fingers.

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.