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Please read the entire packet BEFORE you begin to fill anything out.

Endorsements available through the Colorado Department of Education

Endorsements on licenses and authorizations indicate the grade level(s), subject area(s), or other areas of specialization, that are appropriate to the applicant's preparation, training, and experience. Endorsements are typically granted in the major areas of specialization and only in those areas which constitute approved programs.

1. The Early Childhood Education endorsement is valid for teaching ages Birth – 8.
2. The Elementary Education endorsement is valid for teaching multiple subjects in a self-contained classroom Grades K-6
3. Secondary endorsements are valid for grades 7 – 12 or middle school.

Teaching Endorsements	
Agriculture/Renewable Natural Resources	Marketing
Art	Mathematics
Business Education	Music
Drama	Physical Education
Early Childhood Education	School Librarian
Elementary Education	Science
English Language Arts	Social Studies
Family and Consumer Studies	Speech
Foreign Language (French, German, Italian, Japanese, Latin, Russian and Spanish)	Teacher Librarian
Health	Technology Education (Industrial Arts)
Instructional Technology Teacher	Trade and Industry Education
Linguistically Diverse	
Linguistically Diverse Bilingual Specialist	

Special Education Endorsements	
Early Childhood Special Education	Special Education Generalist
Early Childhood Special Education Specialist	Special Education Specialist
Gifted and Talented Specialist	Special Education Specialist: <ul style="list-style-type: none"> • Deaf and Hard of Hearing • Blind/Visually Impaired

Graduate endorsements	
Endorsement	Experience requirement
Instructional Technology Specialist	(3 years of teaching experience)
Reading Specialist	(3 years of teaching experience)
Reading Teacher	(2 years of teaching experience)
Teacher Librarian	(1 year of teaching experience)

Administrative endorsements		
Type	Minimum Degree requirement	Experience Requirement
Principal	Graduate program for school principalship	3 years <u>licensed</u> experience working with K-12 students
Superintendent	Approved Graduate Program for School Administration	None
Director of Special Education	Master's degree in Education, Special Education or related field of Special Services and completion of an approved program for the preparation of Principals or Administrators or Special Education Directors	Minimum of 2 years experience working with students with disabilities

(If you hold a valid Principal's or Administrator's License in Colorado, you do not need to have Section D, the Institutional Recommendation, filled out when applying for the Director of Special Education License. Please see page 12.)

Special Services Provider endorsements

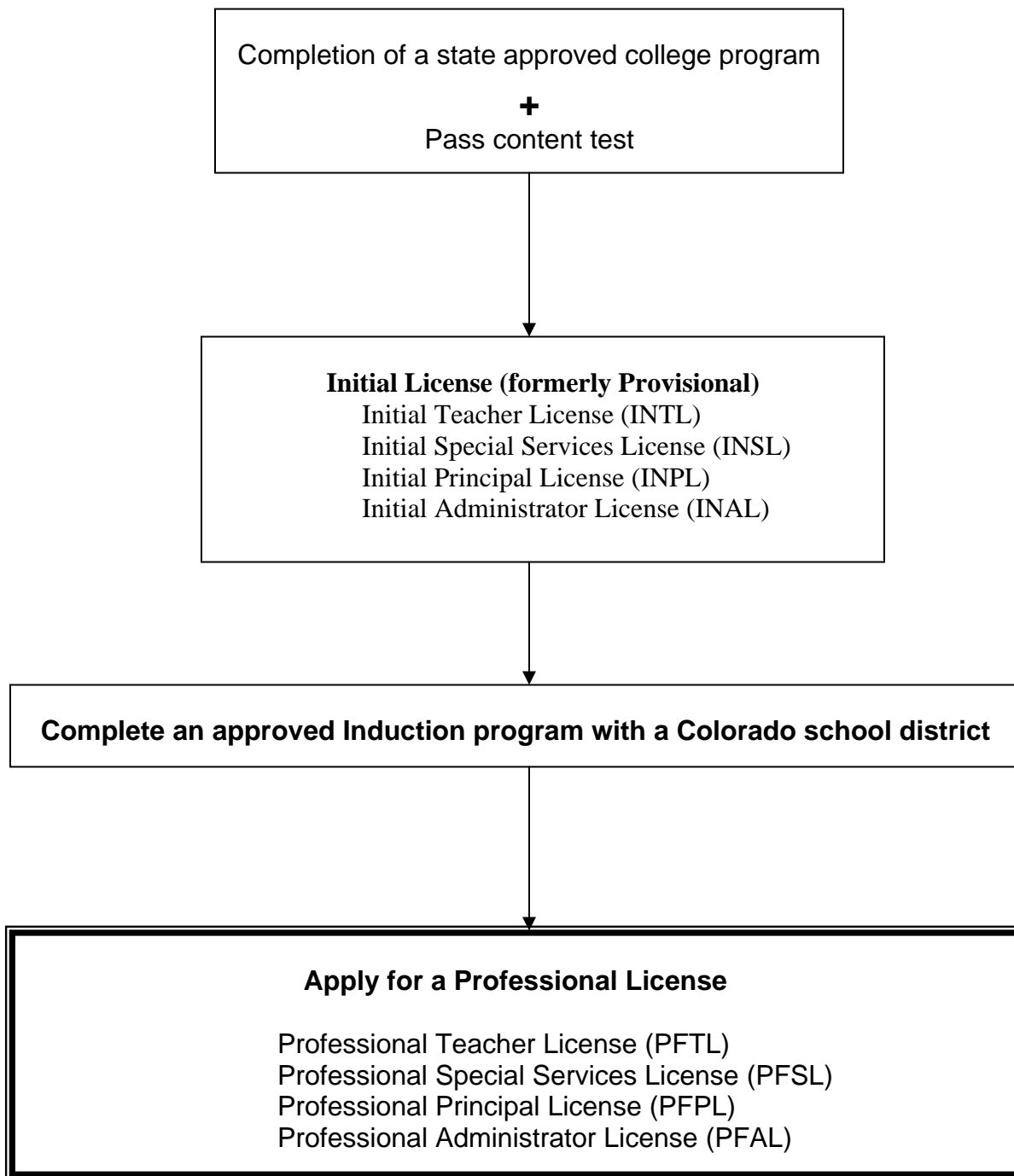
Minimum Degree Requirement

Endorsement	Experience Requirement
School Audiologist	AuD/Ph.D in School Audiology
School Counselor	Master's Degree in School Counseling
School Nurse	BSN <u>or</u> Bachelor's degree and three years school nurse experience & National Certification
School Occupational Therapist	Bachelor's Degree
School Orientation & Mobility Specialist	Bachelor's Degree
School Physical Therapist	Bachelor's Degree
School Psychologist	6th Year Educational Specialist Program (minimum of 60-Graduate semester hours
School Social Worker	MSW, including coursework in school law
School Speech-Language Pathologist	Master's Degree in Communication Disorders or Speech-Language Pathology

Testing Requirement or License Requirement

Endorsement	Experience Requirement
School Audiologist	ETS Praxis II exam: Audiology #10340
School Counselor	No National exam for School Counselors; must take Colorado PLACE exam: School Counselor <u>or</u> have three years of School Counseling experience from outside of Colorado
School Nurse	Colorado RN license. If no, BSN, must have passed the National Board of Certification of School Nurses exam.
School Occupational Therapist	National exam through NCBOT
School Orientation & Mobility Specialist	ACVREP exam
School Physical Therapist	Valid Colorado Physical Therapist License issued by the Colorado Department of Regulatory Agencies
School Psychologist	ETS Praxis II exam: School Psychologist #10401 (passing score 165) or #10400 <u>or</u> NCSP certification. Prior to 9/13/08 test code #10400 (passing score of 660) is acceptable
School Social Worker	ASWB or PLACE exam: School Social Worker <u>or</u> Colorado LCSW issued by the Colorado Department of Regulatory Agencies
School Speech-Language Pathologist	ASHA certification <u>or</u> ETS Praxis exam: Speech-Language Pathology #20330

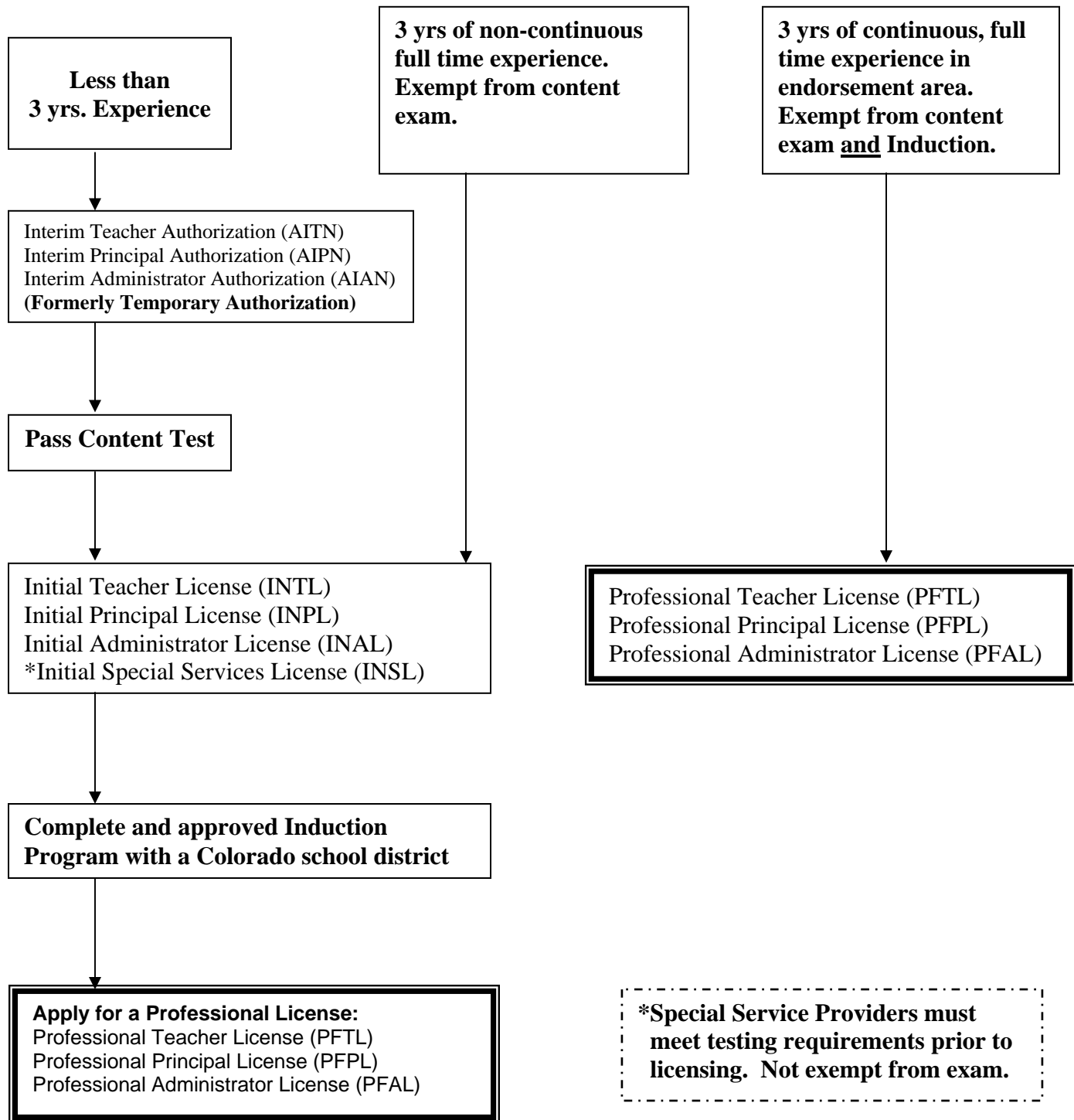
IN-STATE GRADUATES



OUT-OF-STATE OR FOREIGN GRADUATES

Completion of an out-of-state approved program or foreign program

***Teachers, Principals, and Administrators do not have to test prior to submitting the Initial license application.**



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 your college or university registrar(s).
- Transcripts submitted for licenses and authorizations become the property of the Colorado Department of Education.

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 an approved credentials evaluation agency and include the original copy of your evaluation with your application. Please request a **course-by-course** evaluation. Colorado accepts equivalency evaluations from members of the National Association of Credential Evaluation Services (NACES). Their website address is www.naces.org

Reciprocity...

The Colorado Department of Education has reciprocity with all other states as long as the following requirements are met:

- Completion of an approved program from an out-of-state regionally accredited college, which included student teaching, or completion of an approved practicum and having met the qualifications for a standard license in your preparing state.
- Completion of an out-of-state alternative teacher preparation and qualification for a standard license in the preparing state. Provide a statement from the State Agency where the alternative program was completed explaining the requirements that were met for licensing in that state.
- Holds the appropriate degree and has met the experience and educational level required by Colorado for the endorsement being sought.
- Has three years of out-of-state experience in a second endorsement area and holds a valid license in that endorsement area, which will qualify for an additional endorsement on the initial license.

Employment...

The Colorado Department of Education does not get involved in the hiring process. CDE has established a website, which pairs applicants with school district jobs all over Colorado. The website lists employment opportunities for teachers, principals, administrators, and other educational-related occupations. The website can be found at: **www.teachincolorado.org**

You can also contact local school districts for information concerning employment. School district addresses and phone numbers may be found at the CDE website at <http://www.cde.state.co.us/utility/k12schls.htm>

Please submit the 7 page Initial License application with all required attachments, **DO NOT** submit the information pages.

All applicants begin the licensing process by submitting an Initial License application regardless of experience or previous out-of-state license(s) held.

See page 21 for fee information. You are able to pay the evaluation fee with a credit card using the CDE on-line payment system. Log into the CDE payment system at:

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

Print and attach a copy of your Payment Receipt with your application.

Checklist for a Colorado Initial Educator License

The following application is to be used by applicants applying for their Initial (first-time) license as a teacher, special service provider, principal or administrator.

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 9. Sections A and B must be completed by the applicant, signed and dated.
2. _____ Page 11 **or** 12. Section C to be completed by applicant. Section D, Institutional Recommendation, must be completed by a college or university. Applicants who completed an alternative licensing program must provide a letter from their preparing State Agency explaining the requirements met to qualify for the license.
3. _____ Page 14. Section E to be completed by the applicant, Section F to be completed by an administrator of the employing school district. **Must include original signatures.** Faxed copies or photocopies are not acceptable.
4. _____ Page 15 and 16, the Oath and Consent form. Please complete, sign, date and attach documentation if required. Please answer all questions.
5. _____ Page 17 Affidavit Form signed and dated by applicant (**does not have to be notarized**).
6. _____ Page 18 and 19. Verification of Lawful Presence and acceptable forms of identification. Only **Page 19** must Be **Notarized** (with expiration date) **and returned** with a copy of photo identification.
7. _____ Official Transcripts from all of your college or university coursework with degree conferred or granted on the transcript. 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 should be out of the official sealed envelope. **Do not have transcripts mailed directly to the Department of Education.**
8. _____ Out-of-state applicants: please submit a copy of your valid or expired license or certificate.
9. _____ Special Service Providers should submit a copy of your score sheet or occupational license (see page 3).
10. _____ 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 been issued a license or authorization previously by CDE.**
11. _____ Non-refundable application processing fee of **\$60.00 (see page 21)**. Payment by Credit/Debit card. Please Include a copy of your Receipt with your application (downloaded at the time you pay your evaluation fee). Once payment is completed, write the Receipt # (the six digit number that begins with a letter) on the first page of the application.
12. _____ Page 20. A completed CDE fingerprint card and processing fee must be submitted to the Colorado Bureau of Investigation prior to application. **Your license or authorization cannot be issued until CDE has received your criminal history record check from CBI.***

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

***** Out-of-State applicants: Testing is not required prior to submitting your Initial (first-time) application. *****

Keep a copy of your application for your records.

Prior to submission of your application, review for completion and remove all instruction/checklist sheets.

Applications are evaluated in the order received. Processing takes several weeks.

You can check the status of your application online at:

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

Send the completed application to:

Educator Licensing, Colorado Department of Education, 201 E. Colfax Ave. Room 106, Denver, CO 80203

Instructions for completing pages 11 and 12 ...

There are two Institutional Recommendation pages provided for your use.

Page 11 should be used for teachers, principals and administrators.

Page 12 should be used by special services providers.

Please provide a copy of your score sheet or occupational license (see page 3-Testing Requirement or License Requirement)

Section C:

Must be filled out by the applicant. Please list all colleges where you completed coursework that was required towards your degree(s) and/or license program(s). Please attach a separate sheet, if needed. Official transcript(s) must accompany your application for each entry you list.

Section D:

This section must be completed by each college or university **where you completed a program that led to licensure or endorsement**. This section is usually completed and signed by a certification officer or analyst in the Department of Education at the college where you completed your program(s). You may have completed more than one program at different colleges. In that case, photocopy Page 11 or Page 12 and have each page signed by the appropriate college/university. Please submit the original signed copy.

*You can FAX this form to your college, once Section C has been completed. The Dean or Certification Officer must fill out this section in ink and **mail it back to you**, the applicant.

The **ONLY** reasons Section D may be left blank are: you are a foreign applicant **or** you have completed an alternative out-of-state teacher preparation program **or** you are applying for a Director of Special Education License and already hold a Principal's or Administrator's License in Colorado and have 2 years special needs experience. In which case, please provide the following:

Foreign applicants: Provide a **course-by-course** equivalency evaluation of your foreign transcripts from an approved equivalency evaluation agency. We accept only course-by-course equivalency evaluations from members of NACES. Their web address is www.naces.org. Please see Page 6 for information about foreign transcript evaluations.

Out-of-state alternatively prepared teachers: Please provide a list of the requirements that you were required to meet to qualify for your out-of-state teaching license. You may need to obtain this information directly from the Department of Education in your preparing state.

If you have completed student teaching, you **must** submit a complete institutional recommendation filled out and signed by your certification officer at the preparing university.

Application for a Colorado Initial Educator License

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

Legal Name	Last	First	Middle	Social Security Number
				XXX - XX -
Mailing Address				Date of Birth
City		State		Zip

Please list all colleges and universities at which courses toward degrees and/or licensure programs were completed; e.g. BA, BS, MA, MS, Ed. D, Ph. D. Note: Official transcript(s) must accompany your application for each entry that you list below.

Name of College or University and State	Years Attended	Type of Degree Earned	Major Fields and/or Licensure Programs

Section D Institutional Recommendation for Teachers, Principals and Administrators (Superintendent/Director of Special Education) to be completed by your college/university. (Please print or type)

- You can FAX this form to your college, once Section C has been completed.
- The Dean or Certification Officer must fill out this section in ink and **mail it back to you**, the applicant.

To the Dean of Education or Certification Officer: **Complete this section and return the page to the applicant.** If applicant is not eligible for institutional recommendation, do not sign Section D. Please return this form to the applicant, with an explanatory statement. Additionally, if you know of any reason that this applicant should not teach in Colorado schools, please send a statement of the reason on a separate sheet to the Supervisor of the Educator Licensing Unit.

This applicant successfully completed this institution's approved program on _____.
(Date)

The applicant's major endorsement area is in the field of _____
(Examples: Elementary Education, Social Studies, Principal, Superintendent, etc.)

This applicant's grade level specialization is _____
(Examples: Early Childhood, Elementary, Middle School, Secondary, K-12, 0-21, etc.)

This certifies that the above named applicant has successfully completed this institution's state approved program for the preparation of educational personnel, is in good standing, and has the knowledge and competencies essential for educational service.

Was this person eligible to hold a standard certificate or license in your state at the time that the approved program was completed: Yes No If not, please indicate any remaining requirements on a separate sheet of paper.

Name	Title
Signature (Dean or Certification Officer)	Date
College/University (State Approved and Regionally Accredited Institution)	Phone Number
Address	City, State, Zip

Instructions for completing page 14 ...

- Section E:

To be completed by the applicant. Please list all full-time and part-time educational employment, including coaching and substitute teaching. Please attach a separate sheet, if needed. You may also include a resume that lists all of your employment experience. The resume should include grades taught, subjects taught, dates of employment, school district (including city and state), and whether it was full-time or part-time experience. Must be completed and included in the application whether you have teaching experience or not.

- Section F:

This section must be completed and signed by a School Administrator or Human Resource Director. **All employment must be verified.** Out-of-State teacher, principal or administrator applicants who have 3 or more years of full-time contracted work experience may be exempted from the content area exam when they provide verified evidence of all three years of experience. Please photocopy page 14 for such purposes and send it to each administrator.

Special Service Providers are never exempt from the content area exam required. Please refer to page 3.

Experience requirement for a School Principal license: 3 years of licensed or certificated experience working with K-12 students in an Elementary or Secondary setting.

Section F may be left blank if you have nothing listed in Section E and have no K-12 experience as a teacher, principal, superintendent, special services provider or substitute teaching.

Please complete the top portion of the page and include it with your application packet.

You can FAX this form to your employer(s), once Section E has been completed.

They fill out section F in ink and mail it back to you, the applicant.

Faxed copies or photocopies of Section F are not acceptable.

Application for a Colorado Initial Educator License

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

Legal Name	Last	First	Middle	Social Security Number
				Date Birth

List all full-time and part-time educational-related employment, including coaching and substitute teaching. **Please list most recent experience first.** Attach a separate sheet for additional experience, if necessary. If no full-time or part-time experience was completed, please complete Section E and include this page with your packet. **Do not** list student teaching or para-professional experience. If you have full-time contracted work experience in different school districts this experience must be verified by each respective Administrator/H.R. Director. Please photocopy this page for such purposes and send it to each administrator. Section F must contain original signatures, no faxes or photocopies. **All employment must be verified.**

Grades or Ages Taught	Subject Area (s)	Employment Dates (month/year)		District	City & State	Full-time	Part-time

Section F Verification of Employment

To the Applicant. Please send this page to your Administrator or Human Resource Director with a request to complete this section and mail the page directly to you. Your full-time or part-time experience must be verified below.

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

I verify that, to the best of my knowledge, the above information is correct.

Signature of School Official

Date

Printed Name

Telephone ()

Title/Position

School District

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.

***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

Prior to submission of an application to the Colorado Department of Education each applicant shall submit to the Colorado Bureau of Investigation (CBI) a complete set of fingerprints . . . taken by a qualified law enforcement agency . . . for the purpose of obtaining a finger-print based criminal history check.

Effective 1/25/2010 the process for submission of a set of fingerprints requires that the applicant:

- Use a fingerprint card provided by a local Law Enforcement Agency (CDE no longer provides cards)
- Complete the fingerprint card with the assistance of a qualified Law Enforcement Agency
- Submit the completed fingerprint card, with processing fee, to the Colorado Bureau of Investigation

Specific instructions on filling out the fingerprint card may be found at:

<http://www.cde.state.co.us/cdeprof/download/pdf/fpinfosheet.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.