



## eLicensing Verification Access - Educator Preparation Program Agreement

**EPP/LC**

### Master Agreement / Licensing Coordinator Access Request

Each Colorado traditional educator preparation program may request access to the CDE's eLicensing system, specifically for the purpose of checking for criminal history information relating to student teachers currently enrolled in their program, pursuant to § 22-2-119.3 C.R.S.

This agreement must be completed and requested by the Certification/Licensure Officer that oversees the educator preparation program at one of the Colorado universities. A new agreement must be completed anytime the signatory listed below changes or upon renewal. A valid agreement must be in place before access is granted.

**Instructions: All requests for access must be applied for via the eLicensing system in each requestor's unique account.** Complete this form to designate a Licensing Coordinator (LC) for your university. Once completed, upload a scanned copy into your application. No requests are accepted via email or the mail. For more detail, please visit <http://www.cde.state.co.us/cdeprof/districthrs>.

### Requestor - to be known herein as "EPP Certification/Licensure Officer (EPP/LC)"

\*Required Field

#### Certification/Licensure Officer

Please PRINT

Last Name*		First Name*		Title*	
Email Address*		Contact Phone*		Name of University*	
University Mailing Street Address*				City*	State* CO
				Zip*	



This agreement is between the Colorado Department of Education, Educator Licensing Unit (CDE) and the above listed EPP/LC for direct access to CDE's eLicensing system. The purpose is to specify the standards and responsibilities of both the CDE and/or the EPP/LC in the operation and use of the eLicensing system. Access is not guaranteed and is solely at the discretion of CDE. **Initial next to each of the following line items.**

Initial Each



<b>A</b>	CDE agrees to provide access to the information contained within the eLicensing system as authorized pursuant to §22-2-119.3 C.R.S. to approved users.	
<b>B</b>	The educator preparation program agrees to appoint a Licensing Coordinator (LC) that will act as the liaison between the university and CDE. If additional users are needed by the university, each of those users must apply for this access under their own account and must be approved by CDE. Users are not to share login information or accounts. <b>No private email addresses are permitted, only those from a university domain are allowed.</b>	
<b>C</b>	The university agrees that the EPP/LC is an employee of the university and is not a university student, an employee of a school district, private school, designated agency, or any other third party agency/employee.	
<b>D</b>	The EPP/LC understands that the student teacher must submit to CDE a Field Experience Fingerprint form using their university issued student identification number. This number will be used by the EPP/LC to conduct searches. For more information visit our website at <a href="http://www.cde.state.co.us/cdeprof/studentteaching">http://www.cde.state.co.us/cdeprof/studentteaching</a> . <b>NOTE: The student must know where they are being placed BEFORE beginning this process as this is a requirement of the statute and the student must enter that information into their form.</b>	
<b>E</b>	The EPP/LC agrees that access into eLicensing is for official business use only and understands that any unauthorized use is strictly prohibited. Information available via this access will only be criminal history information and/or subsequent arrest report information.	
<b>F</b>	The EPP/LC understands that CDE is NOT conducting any background checks for any fingerprints received under the student teacher statute and that placement of student teachers is solely at the discretion of the university and/or the school district/charter school placing the student teacher. CDE is only a pass-through of criminal history information that will be posted on the student teacher's eLicensing account for viewing by the university and the school district/charter school. The 3 most common statuses that will be posted on the student teacher's account are: >A blank "Alert" status which indicates that no fingerprint results have been received and/or processed by CDE. >A status of "Cleared FP Background Check" which means that fingerprint results have been received and that CDE has cleared the background. >A status of "Enforcement Review Needed" which indicates that a criminal history was received. This does not mean that the student teacher is disqualified for licensure. As mentioned above CDE will not investigate any criminal history until after the student qualifies for licensure and has submitted a qualifying application and fee to us. For a comprehensive list of all of the possible statuses, visit our website at <a href="http://www.cde.state.co.us/cdeprof/alertdescriptions">http://www.cde.state.co.us/cdeprof/alertdescriptions</a> for more details.	
<b>G</b>	The EPP/LC agrees that none of the information that is obtained from within the eLicensing system shall be released to anyone as CDE is the official records custodian and such records are confidential and may not be subject to CORA. Subsequent arrest reports should not be forwarded to any unauthorized person or user including the student.	
<b>H</b>	The EPP/LC understands that any user to the system must have their own eLicensing account and apply individually for any access. Accounts/logins cannot be shared. CDE may deny and/or revoke this access to any EPP/LC for any violation of this agreement or violation of statute.	
<b>I</b>	The EPP/LC understands that this access expires annually on your birthday. To renew, complete this form and submit a new application via your eLicensing account.	

#### Signature

Do you hold, or have you ever held, a credential with CDE? ☐ No ☐ Yes, please enter a personal email address here:

This information is necessary as CDE may need to create a secondary account for you as this access cannot be part of your personal eLicensing account. You will be emailed if this occurs.

As the EPP/LC, I have initialed items A-I (above) and agree to abide by the terms of this agreement.

Signature\*

X

Date\*

The date should not be older than 60 days from the date in which the LC applies for eLicensing Verification Access. Otherwise, please execute a new form.

For any questions regarding this process or any future questions regarding background checks, please email us at [CDELicensingBackgroundUnit@cde.state.co.us](mailto:CDELicensingBackgroundUnit@cde.state.co.us) or by phone at 303.866.6966.