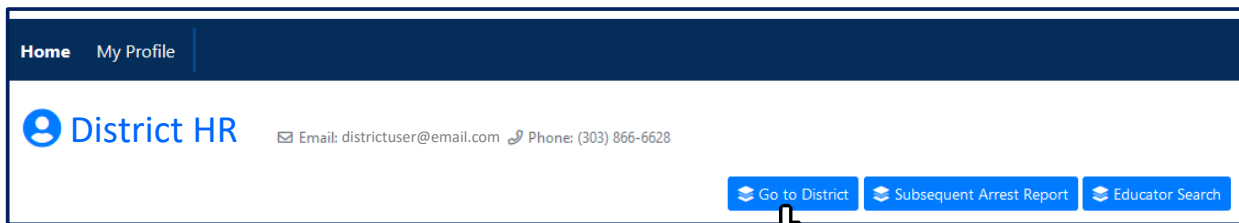


District administrators now can view a report of the educators in their district who have submitted evidence showing they meet the English learner professional development requirement. This report is available to anyone who already has been approved for eLicensing Verification Access (EVA). We also have given access to every district superintendent and BOCES executive director.

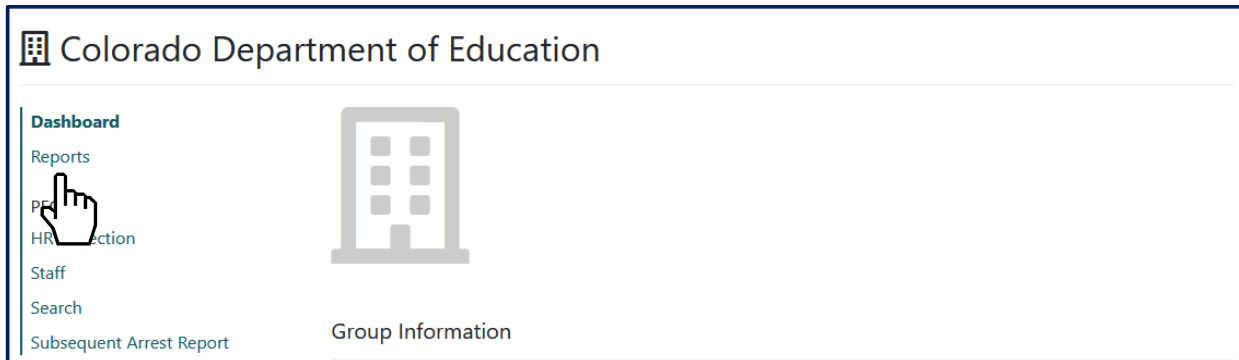
If your school district's HR personnel have not been approved for access, they can request approval by completing a form and applying via COOL. Information on EVA, the application process and links to forms can be found at <https://www.cde.state.co.us/cdeprof/districthrs>. A video demonstrating the EVA application process can be found at <https://www.cde.state.co.us/cdeprof/newCOOLsystemupdates> under the heading District Human Resources Personnel.

The following steps show how to access the ELPD Report via your COOL account (please note: some visuals point to the READ Act; you can access the ELPD Report via the same steps):

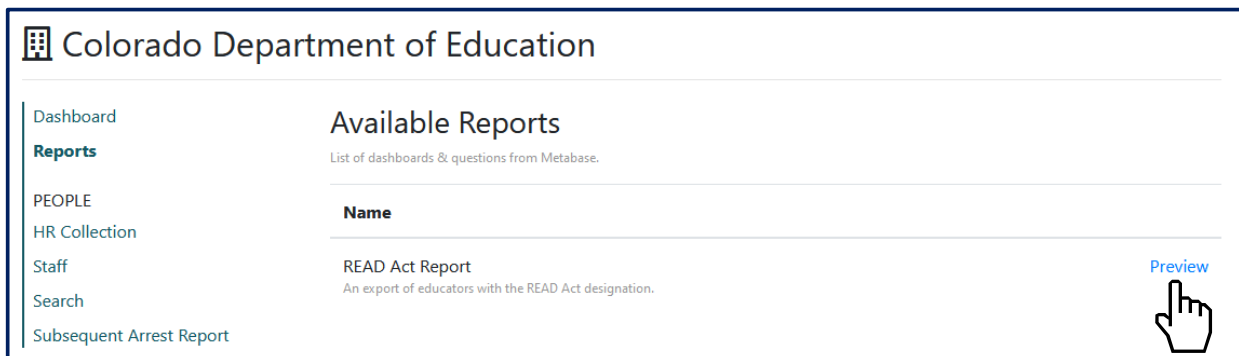
1. Log into COOL Account
2. Select "Go to District"



3. Select "Reports" in the left menu



4. Select "Preview"



5. Select the download icon to download the full\* report.

Dashboard

**Reports**

PEOPLE

HR Collection

Staff

Search

Subsequent Arrest Report

### Preview of READ Act Report

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#### READ Act Report ⓘ

READ Act Report

EDID	First Name	Middle Name	Last Name	DOB	Designation	Designation Code	Designation Pathway
1000001	John		Smith	11/11/1980	Teacher	01	Non-Traditional Non-credit
1000002	Jane		Smith	11/11/1980	Teacher	01	Non-Traditional Non-credit
1000003	John		Smith	11/11/1980	Teacher	01	Non-Traditional Non-credit

\*Please note: Only the educators who were identified as being part of your district in the 2020-21 Human Resources data collection will be listed here.