



Educator Recruitment and Retention Financial Assistance Program-Guidance for Colorado Educator Preparation Programs (EPPs)

What is it?

Under this program, qualified program applicants can apply for up to \$10,000 in one-time financial assistance toward their educator preparation program costs if they commit to teaching in an [educator shortage area](#) for three years.

Who is eligible?

Applicants can meet eligibility criteria for the program by first being enrolled in a Colorado-approved traditional or alternative educator preparation program (EPP) (or institute of higher education for applicants pursuing a CTE credential) and then through three different pathways:

1. Has an earned bachelor’s or higher degree from a regionally accredited college or university and has secured employment as an alternative teacher or temporary educator eligibility (TEE) educator in [educator shortage area](#); or
2. Is currently employed as a paraprofessional in a school district, charter school or BOCES and is working toward a baccalaureate degree as required to pursue a professional teaching license; or
3. Has secured a position as a CTE instructor in a rural or small rural district and meets state CTE requirements

Recipients must commit to serve in an [educator shortage area](#) for three years as a condition of receiving the award.

What does the award process look like?

Step	Timeline	Responsible entity
Submit application	Between July 1 and April 30	Candidate
Review of application to determine eligibility	Usually within 30 days of application submission	CDE
Notify candidate and EPP of decision	Usually within 60 days of application submission	CDE
Candidate signs contract	Upon receipt of notice of award	Candidate
CDE signs contract and returns executed copy to candidate	Upon receipt of contract signed by candidate	CDE
Grant Award Letter (GAL) is issued to EPP	Done in once monthly batches	CDE
EPP invoices CDE for amount due	No later than June 1 but preferably upon receipt of GAL to ensure timely	EPP

Annual Reporting

- Notify [educator_recruitment@cde.state.co.us](#) of any changes in status using the form on the web page linked below.
- CDE will use existing data collections to track recipients.
- Recipients will also be asked to self-report their status in an annual survey.

For more information, visit <http://www.cde.state.co.us/educatoralent/errprogram>.



	payment	
Payment is issued to EPP	Done in once monthly batches; can take up to 45 days to receive payment	CDE
Confirmation of payment is sent to candidate and EPP	Within 2 weeks of payment being sent	CDE

Invoicing Tips

- Invoices must include the following details:
 - Invoice number
 - Grant number: 3280
 - Name
 - Birthdate
 - Semesters included/covered by the charges being invoiced
 - Any remaining balance on the award
- If candidate was approved for tuition costs that will be incurred in the future, submit separate invoices to CDE as charges are incurred.
- Invoices can include multiple awardees on one invoice
- Before CDE can issue payment, the institution must have an active vendor packet on file with CDE. This includes a completed W9.

Payment Information

- Payment will be sent directly to the EPP as an EFT with a line to the accounting unit that includes the invoice and grant numbers.
- EPPs can invoice CDE without having received payment from the candidate. If the candidate or district has already paid the EPP, a refund should be issued to the candidate or district upon receipt of payment from CDE.
- Payments will be processed in monthly batches and can take up to 45 days to receive once they are initiated.