Steps for Authorizations of a New Endorsement Area for an Existing IHE

Step 1.
IHE must notify the Colorado Department of Education (CDE) and the Department of Higher Education (DHE) of intent to add endorsement

All Submissions must be completed by the school's Dean or Director.
Please send submissions to:
Kral_j@cde.state.co.us
And
Brittany.lane@dhe.state.co.us
(Ctrl+Right Click and email addresses will autopopulate)

Step 2.
Submit Documentation to BOTH CDE and DHE

Required Materials to be sent to CDE during Annual Renewal Window:
- Application
- Matrix
- Syllabi
- Course Sequence

Step 3.
CDE reviews documentation for depth and breadth of content per Teacher Quality and Endorsement Standards.

Step 4.
State Board of Education (SBE) Decision.

Step 5.
SBE approval letter to IHE

Step 2.
Submit required documentation to DHE:
- Program Proposal

Step 3.
DHE reviews documentation for appropriate indicators of performance based measures.

Step 6.
Department of Higher Education forwards recommendation to CO Commission on Higher Education.

Step 7.
DHE will send Final Program Approval Letter to the IHE requesting to add an endorsement.

COLORADO
Department of Education

COLORADO
Department of Higher Education