

Other Steps in the Process

Colorado Bureau of Investigation Background Check

All authorization candidates who do not have a current CDE approved background investigation on file must follow the steps below. **It is recommended that the steps below be completed two to three months before the candidate plans on applying to Educator Licensing for the authorization.** The application cannot be approved without a CDE approved background investigation on file. To confirm that a background check is on file at CDE, call 303-866-6628 or go to the Educator Licensing website at http://www.cde.state.co.us/index_license.htm.

1. Go to a qualified law enforcement agency and have a complete set of fingerprints taken. A fingerprint card will be provided. Specific information must be printed on the card to alert that CBI that the fingerprints are for a CDE required background investigation. For more information see <http://www.cde.state.co.us/cdeprof/fingerprints.htm>.
2. Submit the completed fingerprint card and \$39.50 processing fee (certified checks, money orders, cash [in person only], MasterCard, and Visa) to: **Colorado Bureau of Investigation, 690 Kipling St., Ste 3000, Denver, CO 80205**. If you would like to pay by a credit card through the mail, go to this website to download the payment form: <http://www.colorado.gov/cs/Satellite/CDPS-CBIMain/CBON/1251622155214>.

Applying to CDE Educator Licensing for the Authorization

Go to [Section 7: Applying to CDE Educator Licensing for the Authorization](#) and to the CDE Educator Licensing website, http://www.cde.state.co.us/index_license.htm, for information and forms needed to apply for the authorization.

The authorization is valid for five years from the date of issue. It is renewable every five years with six semester hours of university credit or 90 professional development hours or a combination of credit and professional development hours that were completed during the five years after the date of issue.

Other Important Information

Applicants who are employed by AEFLA-funded programs can be reimbursed for the fingerprinting fee and application evaluation fee. See Section 7 of the Adult Basic Education Authorization Handbook for more information.

Authorizations cannot be endorsements on a license. From 2005-2011 it was an option for the authorization (formerly the LIA) to be an endorsement on an initial or professional license. Anyone who has the authorization as an endorsement must complete two renewal applications and pay two fees when they renew their license and their authorization. The license and the authorization will be issued separately. Contact CDE Educator Licensing with questions about this at educator.licensing@cde.state.co.us or 303-866-6628.