

CO Initial Teacher Licensure Application Preparation



November:



DO:



- Obtain your Praxis scores
- Order official transcripts
- Fill out the ELL Approved Program Verification (APV) Form
 - o Send it to CTE
- Gather your employment history



DO NOT begin your licensure application yet!



✓ 1. Obtain your praxis scores

Log in and download a copy of your Praxis scores. You can then upload this downloaded copy to your CDE account when you start your licensure application later. For more info see: <https://praxis.ets.org/>.

✓ 2. Order official transcripts from ALL universities/colleges to upload into your application later

- Request a hard copy from CMU (free with CMU account)
 - Request CMU transcripts via MAVzone -> "My Account" -> "Student" -> "Official Transcript"
 - NOTE:** request transcripts now, but select **Hold for Degree** under the printing options
- You can also request an electronic copy from CMU. Instructions are available at: <https://www.coloradomesa.edu/registrar/transcripts.html>
 - NOTE:** a non-refundable processing fee of \$4.00 will be charged per order.

✓ 3. Fill out APV form and send it to CTE

- NOTE:** this is not the same form directly available through CDE – it is only available to approved ELL programs, like CMU's Teacher Ed programs.
- Obtain the ELL Approved Verification (APV) form from CTE or online at: <https://www.coloradomesa.edu/teacher-education/info/apvformcoonly1.pdf>
 - The ELL APV form verifies that you completed the [CO English Learner standards](#) as a part of this program – saving you [45 hrs of ELL PD](#) to get your professional license.
- Complete the **top section** of the form
- Email the form to **Mary Kienietz** at: mkieniet@coloradomesa.edu
- The Teacher Ed Department Head will sign it **AFTER** your degree has been awarded by the Registrar's Office (**NOTE:** Degrees are typically awarded 1-2 weeks after graduation)
- The APV form will be **mailed** and **emailed** back to your CMU email after it is signed
- Later, you will upload the form to your licensure application

✓ 4. Gather your employment history

Update your resume and make sure you have contact information for supervisors (**NOTE:** You will need your work history for your licensure application later).



December:



DO:



- Go through Initial Licensure Checklist
- Prepare items to upload
- Verify and/or complete fingerprint requirements
- Open an Initial Teacher Licensure Application to **explore** at the **END OF DECEMBER**

DO NOT proceed to checkout OR **submit** the licensure application yet!



Applications will time out after two weeks.



- ✓ 1. **Go through the Initial Licensure Checklist** on the CDE website and gather necessary items in advance:
 - a. On CDE website, navigate to Licensing -> Apply for/Renew a License or Authorization -> [First-time Colorado teacher license](#)
 - b. Checklist URL: <http://www.cde.state.co.us/cdeprof/checklist-initialteacher>
- ✓ 2. **Prepare items to upload** to your CDE e-Licensing account, including:
 - a. Picture/scan of **Government ID**
 - b. **College transcripts**, showing degree conferred (You should have ordered transcripts in November)
 - c. **PRAXIS II Score Report**: download your own copy now
 - d. **ELL APV Form** (tips on scanning with a phone, tablet, or scanner: http://www.cde.state.co.us/cdeprof/scanning_how_to)
3. **Verify and/or complete Fingerprint Requirements**
 - a. Log into your CDE licensure (COOL) account
 - b. Check the status of your fingerprints in the Profile section of your account
 - ✓ c. If Cleared Background Check information is showing, you are GOOD to go! No new fingerprinting is needed.
 - ⚠ d. If fingerprinting/background check is showing as not received or expired, you need to complete LICENSURE fingerprinting (Note: **DO NOT** use the Field Placement instructions on the Teacher Ed website. **DO** use the Licensure Fingerprinting Code and instructions on the CDE website: <http://www.cde.state.co.us/cdeprof/licensingactvendor>)
 - i. **NOTE:** if you need to complete licensure fingerprinting, unlike field experience, licensure prints are not fully processed by CDE until you submit your teaching licensure application. So once received, the prints may show in the Profile section of your account as "Pending", but results will not display until after your application is processed. Don't wait until results show to submit the application.
 - ii. **NOTE:** you have 30 days from your graduation date or from the time CDE receives your new Licensure fingerprints to submit your application. If new licensure prints are needed, wait until around graduation to get them.
4. **NOTE:** You can start an application to explore now, but **DO NOT** proceed to checkout and pay the \$90 application fee until you have entered ALL information and are ready to submit in **JANUARY**
 - ⚠ a. If you submit an incomplete application, you will have to reapply with new fingerprints, pay the \$90 fee again, and re-enter all form information



January:



DO:


- Gather all necessary materials and documents before filling out the application
- Verify your background check!
- **Complete your Licensure Application!**



- ✓ 1. **Gather all materials and documents BEFORE you begin filling out your application:**
 - a. See **NOVEMBER** for more information
 - b. Items include picture/scan of **Government ID**, **college transcripts** (showing degree conferred), **PRAXIS II score report**, **approved APV form** (completed and signed by Dr. Bardo), and **resume/work history/contacts info**
- ✓ 2. **Verify your background check** – See **DECEMBER** for more information
 - a. **NOTE:** Remember that you have 30 days from your graduation date or from the time CDE receives your new Licensure fingerprints to submit your application!

Time to Apply!



- ✓ 1. **Start your Teacher Application**
 - a. Once in the **CDE** system, go to **Profile -> Credentials -> Application -> "Start a new application"** -> in the **Teacher** section, under **Licensed Teacher** -> select **"Apply – Initial"**
 - b. If you already started an application, the option to "Continue" may show in your dashboard
- ✓ 2. **Work through the sections**
 - a. **Employment Section:** use your resume to enter your work history throughout college. This may be used to verify your background. **NOTE:** student teaching is not entered under employment
 - b. **All CMU Teacher Ed programs (including ITL)** are considered **"traditional"** because you are not in an "alternative" program where you are the teacher of record – you had a "traditional" mentor who remained the teacher of record
 - c. **ITL students** may choose "post-baccalaureate program" when selecting a degree/program of completion for CMU, especially if you didn't receive your bachelor's degree from CMU
 - d. If you are **ECSE** or seeking an **added endorsement**, please follow the instructions on the next page
 - e. For the **District of Employment** section, select the district you are being hired in or are trying to get hired in, or you may select the district where you completed student teaching
 - f. **Elementary majors** should enter their Praxis scores under the 5903, 5904, 5905 score codes
 - i. If you happened to test under one of the old test codes (5003, 5004, 5005), you will upload your scores under the new test codes (5903, 5904, 5905), as you are meeting the 5901 + 5205 Praxis requirements
 - ii. If you took tests in a single sitting and have multiple scores in one report, you may upload the same report copy under the different score codes
- ✓ 3. **Completing & Submitting Initial Teacher Application:**
 - a. You can work all the way through the application, up until the point where the system prompts you to "Review your Application." **DO NOT** "Proceed to Payment" or submit **UNTIL:**
 - i. **you have double-checked that everything is complete, and all forms are uploaded!**
 -  There is a \$90 fee for the application and a \$20 fee for added endorsements
 - c. CMU candidates usually receive their license within a few weeks of submission

Adding an Endorsement (ECSE Students)

The requirements for an Early Childhood Special Education (ages 0-8) endorsement according to the CDE [website](#):

Early Childhood Special Education (ages 0-8)

- Completion of an approved program from a regionally accredited institution in early childhood special education that includes student teaching and practicum; and
- Passing scores on the following exams (5024 may be waived with a *valid* Colorado teacher license/ECE endorsement):
 - PRAXIS 5024 (160) AND
 - PRAXIS 5205 (159) AND
 - PRAXIS 5692 (159)
 - *PRAXIS 5691 (159) also accepted if taken before 08.31.2023; accepted thru 08.31.2028*

ECSE students should fill out the APV form from the CTE (the top section only) and CTE will verify that you completed a program in the endorsement areas of:

1. Early Childhood Education AND
2. Early Childhood Special Education

If you have additional questions, please schedule a meeting with Devyn Elliott once you have started your application for licensure. We can work through the steps together!