

Alternative Teacher Licensure Program Application/Licensure Overview and Fee Structure 2021-2022



Northeast BOCES ATL is a one-year program. In order to be accepted into our program you must have secured a teaching position in one of our member districts (Akron, Buffalo, Frenchman, Haxtun, Holyoke, Julesburg, Lone Star, Otis, Plateau, Revere, Wray, or Yuma) or accepted through approval of the program director. The hiring district must confirm with NE BOCES verification of their recommendation for the ATL Program. Candidates must have a full-time classroom teaching position and be teaching at least 51% of the time in the area in which you will be licensed. You must also have successfully obtained an Alternate Teacher License from the Colorado State Department of Education, which entails a Bachelor's Degree with 24 hours of relevant college coursework as determined by a transcript review and/or a passing score on the [PRAXIS](#) exam. Additional requirements include a fingerprint/background check.

To access information regarding Alternative Licensing Endorsement Areas go to: www.cde.state.co.us and click on the education licensing link located about halfway down the first page on the left. It looks like this:



Scroll down the page and click on the Future Educators, Alternative Teacher Candidates: What You Need to Know.

News

- **Become a Teacher in Colorado!**
 - [TEACH Colorado](#) is officially launched with a mission to increase the quality, quantity and diversity of the state's teacher pipeline. TEACH Colorado is a partnership among Colorado's school districts, educator preparation programs, state agencies, and business and nonprofit groups to launch a comprehensive digital platform that recruits talented Coloradans into the teaching profession and provides the support they need to enroll in an educator preparation program. Learn more today at [TEACHColorado.org](#).
- **Educator Preparation Program Reports**
 - The [Educator Preparation Programs Report](#), featuring an interactive dashboard, is available with information about the effectiveness of Colorado programs training teachers, principals and special services providers, as well as information about new teachers entering the workforce.

CURRENT EDUCATORS

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FUTURE EDUCATORS

Information about educator preparation pathways

- [Learn more about becoming an educator in Colorado](#)
- [Search for an accredited educator preparation program](#)

Information about alternative licensure pathways

- [Alternative Principal Preparation: What You Need to Know](#)
- [Alternative Teacher Candidates: What You Need to Know](#)

ED PREP PROGRAMS

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DISTRICTS & BOCES

Information about traditional licensure programs at Institutes of Higher Education (IHEs)

- [IHEs: Educator Preparation Program Authorization, Reauthorization and Added Endorsement](#)

Information about alternative licensure programs

- [Learn more about becoming a Designated Agency in Colorado](#)
- [Learn more about Designated Agency Reauthorization](#)
- [Alternative Teacher Change in Status form](#)

This page lists the steps you'll take to obtain an alternative educator license in Colorado. It also includes links to resources that help you complete each step.

It is important that you familiarize yourself with the expectations and timeline. You must complete steps 1, 2, and 3 before you can submit your application to begin the alternative application:

1. [Transcript Review](#),
2. [Background Check](#),
3. [Endorsement Area and Demonstrated Competency](#).


Note: If you have submitted a set of fingerprints for the school/district or charter school in which you have obtained a teaching position, you still will need to submit a set for licensure purposes (<http://www.cde.state.co.us/cdeprof/fingerprints>). CDE cannot issue any type of credential without first receiving from CBI and FBI a cleared background check or until one of CDE's investigators has cleared your background.

Under step 3 is a VERY IMPORTANT link titled: Content Evaluation Worksheet. The worksheet will help you determine if you have enough course content to meet the required 24 semester hours in your endorsement area. You must complete this worksheet and upload it with your transcripts. If your transcripts are from a foreign university you must provide a printed course-by-course transcript equivalent report provided by a member of the National Association of Credential Evaluation Services ([NACES](#)).

Pass CBI and FBI criminal history background checks


- As part of the background check, you must submit your fingerprints to CBI. (CBI will work directly with the FBI to obtain a national criminal history report.)

3. Choose Endorsement Area and Demonstrate Competence

 Determine the content area you want to teach and if you are qualified.

- Choose an [allowable endorsement area](#).
- For elementary and special education generalist candidates: Successfully pass the Colorado State Board of Education-approved [elementary content exam](#)
- For early childhood education candidates: Hold a bachelor's or higher degree in early childhood education **OR** successfully pass the approved [elementary content exam](#) **OR** the Colorado State Board of Education-approved [early childhood education content exam](#)
- For K-12 endorsements and secondary (7-12) endorsements:
 - Hold a degree in the endorsement area from a [regionally accredited](#) institution; **OR**
 - Have 24 semester hours in the endorsement area, as outlined on the [content evaluation worksheets](#); **OR**
 - Earn a passing score on a [Colorado State Board of Education-approved assessment for the endorsement area](#).

4. Obtain Position and Agreement

 Obtain:

- A classroom teaching position that matches the endorsement area you selected in step 3
- An agreement with a state-approved designated agency that offers an approved alternative teacher preparation program
- A statement of assurance (SOA) completed and signed by you, your

Note: Even if you have not yet completed this step, you can still submit an application to get started on the alternative pathway. (Please see the Apply section below for details.)

- Learn more about [teaching positions in Colorado](#)
- View the [list of designated agencies for alternative teacher preparation](#) (Be sure to select "alternative" in the drop-down menu under "type" to see the full list of Designated Agencies.)
- Download the [Statement of Assurance \(SOA\) form \(PDF\)](#)
- View the [top questions a candidate should ask a designated agency](#)

Brady Ward APVF.pdf | Brady Ward CDE.pdf | SchoolImprovem....docx | Perkins V Local A....docx | Chelsea SOA.pdf | Show all

Continue to scroll to the bottom of the page under “Apply” to view the checklist for alternative teacher candidates. This page contains a lot of information. There is a link on this page titled: Alternative Teacher Candidates: What you need to know that is very helpful. Read it carefully.

The screenshot shows a web browser window with the URL cde.state.co.us/cdeprof/altteacheroverview. The page content includes a list of requirements at the top, followed by an "Apply" section with a green laptop icon. Below the icon, it states: "Once you have completed **at least** steps 1, 2 and 3 above:" with an arrow pointing to a link. The link is "View the [checklist for alternative teacher candidates](#)". Below this link are several bullet points detailing the application process, including requirements for endorsement areas, SOE memos, and the one-year deadline for step 4. The footer of the page features a "CONNECT WITH US" section with social media icons, a "QUICK LINKS" section with links to Colorado.gov, Offices, Our Staff, Human Resources, Jobs at CDE, and Jobs for Teachers, and a "CONTACT LICENSING" section with contact information for Professional Services & Educator Licensure. The browser's address bar and taskbar are visible at the bottom.

A statement of assurance (SOA) completed and signed by you, your district/employer and your designated agency

Apply

Once you have completed **at least** steps 1, 2 and 3 above:

- View the [checklist for alternative teacher candidates](#)
- Apply for an alternative teacher license using the eLicensing system.
- Applications submitted prior to a candidate's employment and program enrollment (step 4) will be evaluated to ensure content requirements for the selected endorsement area (steps 1, 2 and 3) are met.
 - Determination of requirements met will result in an online "alternative license pending employment/program" status, which you, the candidate, employing districts and alternative programs may easily confirm through the eLicensing system. (CDE no longer provides a "statement of eligibility (SOE)" memo.)
 - You will have **one calendar year** to complete step 4 and obtain an alternative teacher license.
 - CDE will continue to honor SOEs issued prior to Dec. 1, 2017, provided that the endorsement area identified is still current at the time of submission of a completed and signed statement of assurance (SOA).
 - Candidates holding valid SOEs -- or whose account statuses reflect "alternative license pending employment/program" -- may submit a copy of a completed SOA by logging in to their eLicensing accounts and selecting the "you have missing documents" upload link.

CONNECT WITH US

QUICK LINKS

- Colorado.gov
- Offices
- Our Staff
- Human Resources
- Jobs at CDE
- Jobs for Teachers
- State Board
- Commissioner
- Communications

CONTACT LICENSING

Professional Services & Educator Licensure
6000 E Evans Ave

The checklist contains a lot of hyperlinked content and information you will need before you apply for your Alternative License. Please look over this page carefully.

Checklist

Identification

- ☐ Submit fingerprints to the Colorado Bureau of Investigation (CBI).
 - If you already hold a valid CDE-issued educational credential and continuously have maintained an active authorization or license since we received your background checks, you can skip this step. We reserve the right to evaluate your application for adherence to the fingerprint requirements and will notify you by email should any follow-up be needed.
 - If you have submitted fingerprints for CDE credentialing in the past, but allowed all credentials to lapse and have held no active credential for a period exceeding one (1) year, you must submit a new set of fingerprints to CBI for licensure purposes.
([View Fingerprinting Instructions](#))
- ☐ Confirm you have a valid form of government-issued identification.
([View List of Valid IDs](#))

Education

- ☐ List the names and addresses of the colleges/universities you've attended.
- ☐ State statute requires that you submit official transcripts from **all** colleges and universities attended. This would include any transfer credits that reflected on your degree-conferred transcript. If required for the endorsement you are seeking, your official transcripts must show a minimum of a conferred bachelor's degree. ([View Transcript Requirements](#))
- ☐ Transcripts from institutions outside the US must be in English (or include an authentic English translation) **and** have been evaluated by an [NACES member](#) organization for course-by-course equivalence. CDE accepts equivalency reports by NACES member organizations only.
- ☐ Complete the worksheet for the desired endorsement area ([alternative endorsement areas and worksheets](#)).
- ☐ Demonstrate professional and content competency by obtaining one of the following:
 - Official college transcripts showing you've completed 24 credit hours of relevant college-level coursework in your endorsement area (in light of that identified on the worksheet), or
 - A copy of an official score report for the Colorado State Board of Education-approved content exam for your desired endorsement area.

Employment

- ☐ Within the application you must include employment history for at least the past five (5) years.
 - Include employer/business name, dates of employment, reason for leaving, work addresses, supervisor names and contact information.
 - Include teaching experience from more than five (5) years ago, if you have it.
- ☐ Complete the applicant/candidate section of the Statement of Assurance of Employment form. (Always use the latest version of the form available via the link below.)
 - Forward the form to the school district or BOCES that employs you, and request that it be returned to you along with a copy of your signed employment contract.
 - Provide the form to your approved program and request that the completed and signed version be returned to you. You will include this form and the employment contract/hiring documentation in your online application.
([Download the Statement of Assurance Form - Teacher](#))

Self-Disclosure

- ☐ If applicable, obtain supporting documentation on the following:
 - Past criminal history
 - Disciplinary actions
 - Any issues related to licensure or employment

([View Self-Disclosure Requirements](#))

Register and Apply

Once you have gathered all of the information listed above, you are ready to begin the online application process! Just register for the eLicensing system or, if you are already registered, log in. Then select the "Teacher" application to get started.

[Register](#)

or, if already registered,

[Log In](#)

When you have gathered all the required information click the Register or Apply button depending on if you already have an account in the licensing portal. Begin your application in the licensing portal. This is the “teacher” application in the eLicensing system. (The answers you provide (i.e., “No, I have not completed an approved teacher preparation program,” etc.) will result in your submitting an appropriate application.)

If you have not yet obtained a teacher position, CDE will review your application to determine eligibility for participation, and then change the status of your application to “alternative license pending employment and program.” This status will be valid for one calendar year.

If within that year you obtain a teacher position and enroll in a program, you will be able to upload a completed statement of assurance to receive an alternative teacher license.

If you have obtained a teacher position, have enrolled in an approved program and include in your application a completed Statement of Assurance (aka, “SOA,” signed by your school/district/charter school and your alternative preparation program), you will be issued an alternative license.

A separate application needs to be submitted for each content area for which you would like to be evaluated. That said, you may participate in an alternative program and hold an alternative license in one content area only.

You must hold an active Colorado alternative teacher license in order to be in the classroom.

An alternative teacher license is valid only as long as you are actively participating in an alternative teacher preparation program. Should you withdraw or be dismissed from the program, the program will submit a Change of Status form to CDE and your alternative license will expire.

Additional Information Important Information

Previous coursework should be no older than 5 years unless authorized by NE BOCES and District.

For schedule please see Program Calendar and Program Design.

The program begins with Summer Intensive, a mandatory four-day intensive session on classroom management and other supportive content to kick off your year. You will be the teacher of record for your classroom in addition to attending required classes to fulfill program requirements. You will be assigned a mentor teacher from your district for the duration of the program year. Your mentor will meet with you weekly to help you with your specific classroom needs. You will keep a log of any hours outside of your daily classroom instruction which pertain to your job. Your mentor will observe you four times each year. Your principal will do his or her evaluation as per district and state requirements. In addition, your principal will schedule four coaching visits to support your growth plan. During the second semester, you will complete a video recording activity. This activity will provide you the opportunity to videotape a short segment of you teaching a specific learned strategy. You will then provide a reflection on the lesson shared. You will observe an expert teacher, one per semester. You will also build a portfolio which matches the Quality Teacher Standards. You'll upload artifacts to an electronic portfolio which your support team will have access to as you progress. At the end of the year, you will present your progress to the team.

Required Activities:

5 Coaching Visits, NE BOCES Coach
4 Coaching Visits Principal
4 Coaching Visits District Mentor and/or Impact Coach
2 Site Visits/Observations of Expert Teachers

NE BOCES ATLP Fees:

Consortium Districts—\$3,750

Non-Consortium Districts—\$4,250

We ask that you work with your district on the fee structure and support of monthly installments.

New Fingerprint/Background Check Policy

In June 2020, Colorado Bureau of Investigation (CBI) auditors informed CDE's Educator Licensing Unit that it was out of compliance with background history retention requirements - specifically regarding instances where individuals submit fingerprints under the Educator Licensing Act but then do not submit a qualifying application in a timely manner. As a result of the audit, CBI stipulated that CDE may retain background histories for a *maximum of 30 days when no qualifying application or valid credential exists*.

CDE was required to implement this new stipulation on Jan. 1, 2021. Because CDE may only retain background histories for 30 days, individuals who do not hold a valid CDE-issued credential must apply for licensure within 30 days of CDE's receipt of their background histories. If CDE does not receive an

application within that period, those background histories expire and the individual will be required to pay for and submit another set of fingerprints for licensure purposes at the time of application.

The 30-day stipulation does not apply to fingerprints submitted for field experience/student teaching until the individual graduates, at which point the 30-day window opens. If they do not submit an application within 30 days of completion of their preparation program, or if they do not already hold a valid substitute authorization, for example, then they will need to pay for and submit another set of fingerprints for licensure purposes at the time of application.

State board rule (1 CCR 301-37 2.04) dictates that individuals who maintain a valid credential only need to submit a new set of fingerprints upon request (should CDE learn of a recent conviction, for example). However, if their license expires and they have not submitted a renewal application prior to its expiration and do not hold any other valid CDE-issued credential -- even if for a single day -- they, too, will also be required to pay for and submit another set of fingerprints for licensure purposes at the time of application.

Visit our [website](#) for more information about fingerprint/background check requirements. Specific inquiries may be sent to CDELicensingBackGroundUnit@cde.state.co.us.

Rural Alternative Licensure Stipend

<https://www.unco.edu/colorado-center-for-rural-education/stipends/rural-alternative-licensure-stipend.aspx>

The Colorado Center for Rural Education and the Colorado Department of Higher Education encourage talented individuals interested in teaching to enroll in an alternative licensure program and work in a rural or small rural school district in Colorado. The Rural Alternative Licensure Stipend (RALS) provides recipients with up to \$6,000 to pay for a variety of program-related costs (e.g., Alternative Licensure program-, PRAXIS-, Alternative License-, Initial License-, technology- and travel-related costs).

Eligible Applicants Must Meet the Following Criteria:

1. Be employed in one of Colorado's 146 rural or small rural school districts (see below)
2. Be enrolled in one of Colorado's approved alternative licensure programs.
3. Provide an Alternative License or completed Statement of Assurance from the Colorado Department of Education (CDE).
4. Be committed to remain in a rural school district for a period of three (3) years after receiving an alternative teaching license from CDE

Definition of Rural School District

According to the Colorado Department of Education, a Colorado school district "is determined to be rural giving consideration to the size of the district, the distance from the nearest large urban/urbanized area, and having a PK-12 student enrollment of 6,500 students or less. Small rural districts are those districts meeting these same criteria and having a student population of less than 1,000 students." The current official list of rural and small rural school districts is available at <https://www.cde.state.co.us/ruraledcouncil>.

Preference will be given to applicants who demonstrate a willingness to teach in a rural school district (especially small rural school districts with less than 1000 students) located 50 miles or more from major metropolitan areas and outside of the Front-Range region of Colorado.

Selection and Award Process

In the event that the number of applications exceeds the amount of available funding provided by Colorado's General Assembly, stipend recipients will be selected using a random lottery draw and by CDE region. Of the total applications, 55% will be awarded to individuals working in small rural school districts, and 45% will be awarded to individuals working in rural school districts.