

# CO Initial Teacher Licensure Application Preparation

## During the Month of April:



You cannot submit your teaching licensure application until you have uploaded a completed APV form and a copy of your transcript that shows your degree as conferred. **Degrees will not be awarded until after graduation**, so you will not receive CMU transcripts or APV forms until June. CTE cannot complete Verification Forms until degrees are awarded. You may start exploring the CDE initial teaching licensure application, however the application will timeout after two weeks, and if you submit your application with incomplete documents you will have to reapply, pay the \$90 fee and submit new fingerprints. **Teacher Ed recommends that students wait until the end of May or early June to start the teacher application. But there are steps you can take now—read on!**



## Licensure Steps You Can Do Now!

- 1) **Obtain your Praxis scores**—log in and download a copy of your Praxis scores and save a copy. You can then upload this saved copy to your CDE account when you start your licensure application. For more information see <https://www.ets.org/praxis/scores/>.
  - **Note:** Elementary majors will ONLY enter Praxis scores under the 5001 score code—more info under **June** steps.
- 2) **Order official transcripts** from **ALL** universities/colleges to upload into your licensure application
  - a) Request Hardcopy from CMU – for **FREE**
    - i) Request CMU transcripts via **MAVzone** -> **“My Account”** -> **“Student”** -> **“Official Transcript”**
    - ii) **Request transcripts now** - your degree must be listed on your transcript
    - iii) Just make sure to select the **Hold for degree** option under the printing options
  - b) Request Electronic copy from CMU. *Directions taken from the Registrar’s Transcripts page at <https://www.coloradomesa.edu/registrar/transcripts.html>*
    - i) Colorado Mesa University has authorized the National Student Clearinghouse to provide official PDF transcripts. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.
    - ii) Go to <http://www.getmytranscript.org>
    - iii) Select Colorado Mesa University from the list of schools and click Submit. The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
      - You will be notified if you have a transcript Hold.
      - There is a **\$4.00** non-refundable fee per order.
- 3) **Fill out your ELL Approved Program Verification (APV) Form and send it to CTE**
  - a) Obtain the \*ELL APV form from April Chandler or at <https://www.coloradomesa.edu/teacher-education/info/apvformcoonly1.pdf>
    - The ELL APV form is not available on the CDE website. This 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.
  - b) **Students complete Section A (top section)** before submitting the form to the CMU Center for Teacher Education
  - c) Email the form to **Mary Kienietz: [mkieniet@coloradomesa.edu](mailto:mkieniet@coloradomesa.edu)**
  - d) The Teacher Ed Department Head will sign it **AFTER your degree** has been awarded by the Registrar’s Office
    - **Degrees awarded 1-2 weeks after graduation**
  - e) The Approved Program Verification Form will be **emailed back to you** after it is signed—*can only be emailed to CMU email due to SS#--*
  - f) You will then **upload it** into your licensure application
- 4) **Gather your employment history**
  - When you start your teaching application, you will need to have your work history on hand
  - Now is a good time to update your resume and make sure you have contact information for supervisors.

## Steps for May:

GO

### Preparing to Apply for a Colorado Teaching License

1. **Go through the Initial Licensure Checklist** on the CDE website and gather the necessary items in advance:
  - On CDE website, Navigate to **Licensing**→ **Apply for/Renew a License or Authorization**→ **First-time Colorado teacher license**
  - URL: <http://www.cde.state.co.us/cdeprof/checklist-initialteacher>
2. **Prepare Items to Upload** to your CDE eLicensing account, including:
  - Picture/scan of **Government ID**
  - **College Transcripts**, showing **degree conferred – order transcripts Now!** See steps in previous month.
  - **PRAXIS II Score Report** – *download your own copy Now!*
  - **Send ELL APV Form request to Mary** → See #3 of instructions for the month of April
  - **Tips on scanning** with smartphone/tablet or scanner:
    - See [http://www.cde.state.co.us/cdeprof/scanning\\_how\\_to](http://www.cde.state.co.us/cdeprof/scanning_how_to)
    - iPhone users can scan documents using the Notes app
    - Cam Scanner has a free, non-subscription, app option that is also good for mobile devices
3. **Verify &/or Complete Fingerprint Requirements**
  - a) Log into your CDE licensure account: <https://cool.randasolutions.com/Account/Login?ReturnUrl=%2F>
  - b) Check the status of your fingerprints in the **Profile** section of your CDE eLicensure account.
  - c) If **Cleared background check** information is showing, you are **GOOD to go!** No new fingerprinting is needed.

GO

- d) If fingerprinting/background check is showing as **not received or expired, you will need to complete LICENSURE fingerprinting**—do NOT use the Field Placement instructions on the Teacher Ed website. USE the Licensure fingerprinting code and instructions on the CDE website at <http://www.cde.state.co.us/cdeprof/licensingactvendor>
  - 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 CDE account as “pending,” but results will not display until after your teacher application is processed. So do not wait until results show to submit your licensure application.
- e) NOTE: You have **30 days from graduation** or from the time CDE receives your new Licensure fingerprints to submit your licensure application. If new licensure prints are needed, wait until around graduation to get them.

STOP

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### Before starting the CDE application, think about these things:

1. You can start exploring the application and entering information using the steps for **June**, but DO NOT pay the \$90 application fee until you are ready to submit. To make sure to avoid this, do NOT click “Proceed to Payment” at the end of the application or enter credit card information for payment **until June**.

#### NOTE:

- Once you start a CDE Initial Teacher application, **the application may timeout after two weeks**.
  - **If you submit your application with incomplete documents you will have to reapply.**
  - If you have to resubmit your application, you may also be required to submit [new fingerprints, pay the fee again](#), and re-enter all information.
  - To avoid resubmission, **DO NOT** enter payment info and submit the application until you have all the correct documents uploaded (transcripts with degree, signed APV form, Praxis scores, etc.) and the application is complete. If your application times out before submission, just start a new application.
2. CTE recommends that students **wait until the last part of May** to start the CDE licensure application.
  3. Note: **Approved Program Verification Form & transcripts are needed** to get passed the first sections.
    - The Licensure Application will not let you skip steps.
    - *Tip: to explore the application, you can upload a blank/dummy form while you’re waiting for your degree to be awarded, delete it later, and then add the completed form.* Using Word, you can create a *dummy form* and name it “APV Form Needed.” Use this in the APV and transcript sections to move passed them. This title will help flag that the forms need to be re-uploaded before submission of app.

## Steps for June:



Gather all materials and documents before you begin filling out your application.

Items to have on hand: → see month of April steps for more info on these items

- Picture/scan of **Government ID** – see [http://www.cde.state.co.us/cdeprof/verification\\_lawful\\_presence](http://www.cde.state.co.us/cdeprof/verification_lawful_presence)
- **College Transcripts**, [showing degree conferred](#)
- **PRAXIS II Score Report**
- **Approved Program Verification Form** – **completed & signed by Dr. Bickham**
- **Resume/work history/contacts information**

### Verify your Background Check!

- See the steps on the [May checklist](#) for more information
- Fingerprinting information is also displayed in the Background section of your licensure application
  - NOTE: You have **30 days from graduation** or from the time CDE receives your new Licensure fingerprints to submit your [licensure application](#).



**You can do it all this month!**

### 1. Start your Teacher Application

- Once in the CDE system, you can go to **Profile → Credentials → Application → “Start a new application” →** under the **Teacher** section, under **Licensed Teacher →** select **“Apply – Initial”**
- If you had started an application, the option to “Continue” will show in your Dashboard.

### 2. Work through the Sections

- The Licensure Application will not let you skip sections.
  - **TIP:** if you do not have your APV form or transcripts with your degree, you can enter “dummy forms” to get passed a section—see [Steps for May](#) for more info. Try to get through the section first, (not all are required, like the added endorsement section). If you cannot pass, you may upload a “dummy form.” If you do this, MAKE SURE to delete it later and re-upload the correct document—transcripts, APV form, etc.
  - If you are [seeking an added endorsement](#), feel free to contact April Chandler for further direction at [achandler@coloradomesa.edu](mailto:achandler@coloradomesa.edu).
  - [Tips on scanning](#) documents can be found in the [Steps for May](#)
- Employment Section: use your resume to enter your work history throughout college. This may be used to verify your background. Student teaching is not entered under employment.
- ALL CMU Teacher Ed programs (even 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.
- 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. A selection is required.
- **Elementary majors will enter their Praxis scores under the 5001 score code.**
  - In the COOL system, only the code 5001 appears: codes 5002, 5003, 5004, 5005 are **not options**.
  - If you upload your score report as a single entry, make sure to upload the last score report that shows all 4 scores. You may also upload each report, for 4 separate entries, each under 5001.

### 3. Completing & Submitting Initial Teacher Application

- You can work all the way through the application, up until the point where the system prompts you to Review your Application. Just DO NOT “Proceed to Payment.” You have [2 weeks to submit](#) an application before it times out.
- **DO NOT submit** the application until you have double checked that it is complete and all “dummy” forms are replaced with real documents. If you accidentally submit an incomplete application, you will have to do the entire application process over and pay the fee again, and you may also have to submit new fingerprints.
- **Application Review Screen:** here you can view the different sections and make edits. When you click on the edit section tool, it will take you back into the application and you’ll have to navigate through each section to get back to the review screen.
- The **\$90** application fee is paid online with a credit or debit card. Added endorsements are **\$20**.
- CMU candidates usually receive their license within 1-2 weeks of submission.