



“STEP BY STEPS” TO OBTAINING AN ALTERNATIVE TEACHER LICENSE | 2019

All alternative teachers **must** hold an alternative teacher license in order to participate in an alternative preparation program.

FIRST THINGS FIRST ...

1. Take and pass the Praxis exam. (<https://www.ets.org/praxis>) In order for you to enroll in any Alternative Teacher Licensing Program in Colorado, the following needs to be in place (in addition to completing a bachelor's degree):
 - **For Elementary Education (K-6):** A passing test score on the PRAXIS: Elementary Education: Multiple Subjects Exam (#5001)
 - **For Early Childhood Education (ages 0-8), complete one of the following:**
 - A passing test score on the PRAXIS: Elementary Education: Multiple Subjects Exam (#5001),
 - A passing test score on the PRAXIS: Education of Young Children Exam (#5024), **OR**
 - Completed Coursework (See transcript evaluation worksheet: <https://www.cde.state.co.us/cdeprof/ecealt>)
 - As soon as you receive your passing test scores, please email an electronic copy to Liz Berube at lberube@friendsschoolboulder.org. You should save an electronic copy for yourself as well. When you complete the CDE application for an Alternative License, you will be asked to upload a copy of your Praxis results (or alternative documentation).
2. Ensure that you have *official transcripts* from all institutions of higher education that you have attended. (**Please note:** This is in addition to the transcripts that you submit to the Friends TPP). You will need to upload copies of these transcripts to your CDE application for your Alternative License.
3. Create an account in CDE's eLicensing system. <https://apps.colorado.gov/cde/licensing/Login.aspx> This will allow CDE to ensure your background checks “catch up” with you, and is the account through which you will submit all applications for educator licensure. *Please ensure that you use your full legal name when creating your eLicensing account. This should match the name on your driver's license.*
4. Submit a set of fingerprints to the Colorado Bureau of Investigation for licensure purposes by following the guidelines set forth on the CDE website. <http://www.cde.state.co.us/cdeprof/licensingactvendor>
 - *Please note: 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.*

NEXT ...

5. Complete and submit an application for an alternative teacher license. 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.)
 - *Please note: If you have not yet obtained a school placement at the time of application, 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.”*
6. From the Friends TPP, you will receive a signed copy of your agreement document and a completed Statement of Assurance (aka, “SOA,” signed by your school/district/charter school and the Friends TPP). You will need both of these documents to complete your application.

FINALLY ...

7. You **must** have your alternative teacher license in hand in order to be in the classroom. (Be sure to provide the Friends Teacher Preparation Program with a copy of your alternative teacher license.)
8. 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 be expired.