

## “STEP BY STEPS” TO OBTAINING AN ALTERNATIVE TEACHER LICENSE | 2020-21

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

### FIRST THINGS FIRST ...

- 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/eceaeworksheet>))
  - Praxis Fees:** **\$170 to take all sections at once or \$60 per section (4 sections total)**
  - As soon as you receive your passing test scores, please email an electronic copy to Liz Berube at [lberube@friendsschoolboulder.org](mailto: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).
- 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.



### WAIT TO RECEIVE YOUR SCHOOL PLACEMENT ASSIGNMENT FROM FRIENDS TPP BEFORE BEGINNING THESE NEXT STEPS!

- Create an account in CDE’s eLicensing system (if you do not already have one). <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.*
- Submit a set of fingerprints to the Colorado Bureau of Investigation for licensure purposes by following the guidelines set forth on the CDE website. **(\$50 Fee)** <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.
  - \*\*If you have a current substitute license through CDE, you can skip this step.\*\***
  - Fingerprints typically take 1-5 days to show up on your CDE account.
- 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 ... [IMPORTANT NOTE: **STEP 6 MUST BE COMPLETED WITHIN 30 DAYS OF CDE RECEIVING YOUR FINGERPRINTS!**]

- Complete and submit an application for an alternative teacher license. **(\$90 Fee)** 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.)
- 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.)
- 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.