



“STEP BY STEPS” TO OBTAINING AN ALTERNATIVE TEACHER LICENSE | 2023-24

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 5901 series 3 subtests:
 - i. Mathematics 5903 (PRAXIS 5003 also accepted)
 - ii. Social Studies 5904 (PRAXIS 5004 also accepted)
 - iii. Science 5905 (PRAXIS 5005 also accepted)****Fees: \$150 to take all 3 sections at once or \$64 per section (3 sections total)**
 - **For Early Childhood Education (ages 0-8), complete one of the following:**
 - A passing test score on the PRAXIS 5024: Education of Young Children Exam
 - **Fees: \$156 for the ECE 5024**
 - As soon as you receive your passing test scores, please email an electronic copy of the pdf to Julie Hart at jhart@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 *COOL* system at <https://cool.randasolutions.com>. 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.*
***If you have previously opened an “eLicensing account” with CDE, your login information should work with the COOL system.**

NEXT ... ONCE ACCEPTED INTO TPP

4. From the Friends TPP, you will receive a signed copy of your host school agreement document along with 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 move onto these next steps toward completing your CDE Alternative License application. (*Don't forget to complete the top section of the SOA, initial the statement and sign and date the bottom of the form after your program and host school have completed their sections!*)
5. 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/licensingact/vendor> ****If you have a current substitute license through CDE, you can skip this step.** **
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.
6. **Log in to your COOL account** and complete steps toward your alternative license.
 - a. Ensure that your fingerprint results have been approved in your COOL account prior to starting the application.
 - b. Select the “apply for a license” button and then select the “apply” button in the teacher section. This is the “teacher” application in the *COOL* system.
 - i. 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 for alternative licensure.
 - ii. Be sure to apply for the endorsement area (ECE or Elementary) that corresponds with your Statement of Assurance form.
 - c. Include in your application the signed and completed copy of your completed Statement of Assurance form (*be sure that form is filled out completely*) and your completed/signed host school agreement document.

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

FINALLY ...

8. You **must** have your alternative teacher license in hand in order to be in the classroom. (You are also required to provide the Friends Teacher Preparation Program with a copy of your alternative teacher license.)
9. 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.
10. Candidates must also pass the **PRAXIS 5205 Teaching Reading: Elementary**. This must be completed at the end of the alternative program year prior to applying for your Colorado Initial Teaching License through CDE.
11. Upon successful completion of the alternative program and the ***PRAXIS 5205 Teaching Reading: Elementary*** exam, you may log in to your COOL account and select the **“advance”** button on your dashboard to apply for an initial teacher license. Friends TPP will provide you with documentation at the end of the year to complete this process.