



Application Procedures for Initial Principal Licensure

When you have completed all required coursework for the Initial Principal License, you can begin the licensure application process through the Colorado Department of Education (CDE) - enroll in the Licensure Canvas Course at <http://unco.catalog.instructure.com/browse/cebs/courses/cde-licensure>. Forms and instructions are also found in this course.

Please note that as CDE refines the on-line process, some procedures and forms listed below may change and will be updated on their website.

Approved Program Verification Form

Please print the **Approved Program Verification Form** (see instructions above), complete the top applicant section of the verification form and upload into the canvas shell. When the verification form is completed at UNC, it will be returned to you by email in order for you to upload it to your application in your COOL account with CDE. The completion time at UNC is approximately 2-3 weeks depending on the volume of verification forms being reviewed. Your program will be verified in the ELPS department as well as the OPL.

Please note that when listing your e-mail address on the verification form, use an e-mail address that you check regularly. E-mail will be our first method of contacting you if we have any questions and CDE's only method of contacting you.

Student Information Form

Please complete and include the **Student Information Form** with the Approved Program Verification Form when sending to me. The Student Information Form is for UNC use only and will be uploaded into the Canvas course as well..

PRAXIS Score Report

Please upload a copy of your passing PRAXIS score report into the Canvas shell.

Starting and Submitting Application to CDE

As soon as you receive the completed Approved Program Verification Form from UNC, have obtained your official UNC eTranscript from the Registrar's Office and official transcripts from other institutions attended (if applicable), as well as your Principal PRAXIS test score report and Colorado identification card, you are ready to complete your application in your COOL account.

In summary, at the end of the semester you will submit to me the Approved Program Verification Form, Student Information Form, and a copy of your Principal PRAXIS score report in the Licensure Canvas Course.

Please feel free to contact me with any questions. E-mail is the best way to reach me.

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