

Renewal of a Colorado Professional License

Applicant Information

A valid professional license may be renewed every five years with six semester hours of college/university credit or 90 clock hours of Professional Development (in-services, workshops, being on a committee, etc.) earned during the validity (from the issuance date to the expiration date) of your professional license.

An expired professional license or an expired certificate may be renewed with six semester hours of college/ university credit or 90 clock hours of Professional Development (in-services, workshops, being on a committee, etc.) earned during the five-year period preceding submission of your renewal application.

There are various avenues to obtaining renewal credit. Please refer to pages 3 and 4 of the renewal application for an outline of those activities.

There are four types of licenses in Colorado: Teacher, Special Services Provider, Principal, and Administrator. When renewing more than one type of license at the same time, please photocopy your renewal application, including attachments, and submit both with a renewal fee for each license.

Accepted Renewal Activities

I. In-service Education

Acceptable in service activities must be provided by a Colorado school district, Colorado non-public school, or Colorado BOCES.

Documentation requires:

- Completion and submission of related section in Renewal Summary Sheet, and attestation in the online application.
- For Audit purposes: Certificate with participant's name, name/title of in-service, name of agency providing in-service, location, dates and contact hours, signature of provider verifying participant attendance and completion of workshop. District "transcripts" also are accepted. *Credit by contact hours.*

II. College or University Coursework

Acceptable courses include undergraduate or graduate coursework from a regionally accredited two-year or four-year college or university. The grade must be a C or better. Contact hours based upon course credit hours.

Documentation requires:

- Completion and submission of related section in Renewal Summary Sheet, and attestation in the online application.
- For Audit purposes: Submission of official transcript, either official paper copy or electronic copy, from college/university.

III. Involvement in School Reform

Acceptable activities include membership on school, district, statewide, or national committees on school reform, school accountability, curriculum, standards implementation, literacy and numeracy.

Documentation requires:

- Completion and submission of related section in Renewal Summary Sheet, and attestation in the online application.
- For Audit purposes: Submission of documentation that includes a written log of meeting times and signed letter from committee chair verifying participation and number of meeting hours attended. Credit by meeting hours.

IV. Travel

Travel experiences that directly relate to a subject or student group that you teach may be reported for renewal credit. Accepted travel experiences would include experiences such as the field hours a science teacher spends completing an environmental study program in Kenya or hours that a teacher spends in immersion classes during a summer in Guadalajara. Time spent in transit to and from a site cannot be accepted.

Documentation requires:

- Completion and submission of related section in Renewal Summary Sheet, and attestation in the online application.
- For Audit purposes: Submission of documentation that verifies actual travel to a site and participation in specific activities (e.g. plane or train tickets, museum tickets). Includes a written log of specific activities and relation to subject or students that you teach.

V. Ongoing Professional Development

Acceptable activities that increase the professional knowledge, skills and competence of the educator include: workshops; academies; national and state conferences; research; publication; conference presentation; pursuit of national teacher certification; service on national and state educational taskforces or boards; and supervision of a student teacher or mentorship of an Alternative Teacher candidate.

Documentation requires:

- Completion and submission of related section in Renewal Summary Sheet, and attestation in the online application.
- For Audit purposes: Submission of documentation of activity and contacts hours.
 1. Workshops or Academies: Certificate with participant's name, name of workshop/Academy, name of agency providing workshop, location, dates and contact hours, signature of provider verifying participant attendance and completion of workshop. Credit by contact hours.
 2. Conference Attendance: Copy of conference registration and listing of conference sections attended (for each session include date, time session met, title of session, and names of the presenters). Credit by contact hours.
 3. Research: Written log and description of educational research or investigation of educational innovations accompanied by a signed letter from supervisor verifying project and contact hours.
 4. National or State Conference Presentation: Copy of conference registration and copy of session description from conference program. Include description of time spent in preparation of presentation. 30 pd hours for presenter in a 5 year cycle.
 5. Publication: Citation of published work and copy of first page of publication. Include description of time spent in preparation of publication.
 1. Doctoral Dissertation (90 hours)
 2. Master's thesis (45 hours)
 3. Book with ISBN number (90 hours)
 4. Chapters or professional journal articles (30 hours)
 5. Published results of action research in a professional journal (30 hours)
 6. Service on national and state educational taskforces or boards: Letter from taskforce or board chair verifying participation and number of meeting hours attended. Credit by meeting hours.
 7. Supervision of a student teacher or mentorship of an Alternative Teacher candidate: A log of hours completed in conference with and in formal observation of student teacher or alternative candidate that is verified by a signed letter from the school of education or alternative designated agency. Credit by scheduled conference and formal observation hours. 30 hours maximum.