

Licensure Requirements for Out-of-State and Foreign Applicants

Frequently Asked Questions

1. [Can I use my valid out-of-state license to start working in Colorado?](#)
2. [Do I need transcripts from every college that I have attended?](#)
3. [I completed my program in a foreign country. Do you want official transcripts from my country?](#)
4. [What teaching endorsement areas will transfer from my out-of-state credential to my Colorado license?](#)
5. [Do I need to get the Institutional Recommendation form completed?](#)
6. [What tests will I be required to complete? Will you accept my out-of-state test scores?](#)
7. [Can I use my fingerprint report from out-of-state or do I have to be fingerprinted again?](#)
8. [Will I be required to take any additional coursework?](#)
9. [I'm a Special Services Provider. What are the minimum requirements for my area of special services?](#)
10. [May I apply for a license if I have not met the testing requirements yet?](#)
11. [How do I find a position in Colorado?](#)

1. Can I use my valid out-of-state license to start working in Colorado?

No, you must fill out a Colorado Initial License application first. Every educator new to Colorado that intends to serve as a professional educator in the public school system must apply for this entry-level license.

2. Do I need transcripts from every college that I have attended?

Yes, you must submit [official transcripts](#) from every college you've attended. Please have your official transcripts sent directly to you from your college or university.

3. I completed my program in a foreign country. Do you want [official transcripts](#) from my country?

Colorado does not determine degree, credit, and program equivalencies for persons with credentials from outside the United State, except for Canadian transcripts that are in English. You must request a course-by-course equivalency evaluation from an agency approved and recognized by the Colorado Department of Education. This equivalency evaluation will take the place of [official transcripts](#). The following are two acceptable equivalency evaluation agencies:

World Education Services, Inc.	International Consultants of Delaware
P.O. Box 11623	109 Barksdale Professional Center
Chicago, IL 60611-0623	Newark, DE 19711
(312) 222-0882	(302) 737-8715
midwest@wes.org	icd@icdel.com

CDE will also accept equivalency evaluations from NACES (National Association of Credential Evaluation Services) members. The website for NACES is: www.naces.org.

4. What teaching endorsement areas will transfer from my out-of-state credential to my Colorado license?

Colorado is an [approved program](#) state. You will initially be endorsed in the approved-program area(s) that you completed at your out-of-state college or through your out-of-state Alternative Program. All other areas must be added via an added endorsement procedure.

5. Do I need to get the Institutional Recommendation form completed?

Yes, if you have completed an approved program, that included student teaching, then the Institutional Recommendation form **MUST** be completed by the Dean or Certification Officer at your college or university. This form is not completed by the Registrar unless that is one of their job duties. This form does not need to be completed by colleges or universities where you did not complete a teacher education program.

The **ONLY** reasons Section D may be left blank are: you are a foreign applicant **or** you have completed an alternative out-of-state teacher preparation program **or** you are applying for a Director of Special Education License and already hold a Principal's or Administrator's License in Colorado. In which case, please provide the following:

Foreign applicants: Provide a **course-by-course** equivalency evaluation of your foreign transcripts from an approved equivalency evaluation agency. We accept equivalency evaluations from members of NACES. Their web address is naces.org.

Out-of-state alternatively prepared teachers: Please provide a list of the requirements that you were required to meet to qualify for your out-of-state teaching license. You may need to obtain this information directly from the Department of Education in your preparing state.

If you have completed student teaching, you **must** submit a complete institutional recommendation

6. What tests will I be required to complete? Will you accept my out-of-state test scores?

We will accept out-of-state [Praxis II](#) test scores as long as they match the Colorado State Board of Education adopted test scores. You may be exempt from Colorado's content assessment if you have three or more years of

verified full-time teaching experience. Substitute teaching does not count towards waiving testing requirements.

7. Can I use my fingerprint report from out-of-state or do I have to be fingerprinted again?

First time applicants to the state of Colorado must turn in a CDE fingerprint card with their application. We require an up-to-date report on you from the FBI and CBI and that is the only way we can obtain these reports.

8. Will I be required to take any additional coursework?

Colorado does not require any additional coursework if you've met one of the three routes to licensure listed above. Applicants that don't meet one of the above requirements will either be referred to a college that offers an [approved program](#) in their endorsement area or to one of Colorado's Alternative Programs (for teachers only).

9. I'm a Special Services Provider. What are the minimum requirements for my area of special services?.

10. May I apply for a license if I have not met the testing requirements yet?

Yes, you may apply for licensure prior to passing the required [PLACE](#) exam if you're an out-of-state graduate. All Special Service Providers must have their professional license exam completed prior to submitting an Initial License application.

11. How do I find a position in Colorado?

School staffing is the responsibility of each Colorado school district. Job openings are regularly posted to the Teach in Colorado website at www.teachincolorado.org. You can also contact districts directly regarding job openings.
