

COLORADO Department of Education

Educator Talent http://www.cde.state.co.us/cdeprof

eLicensing Verification Access - Educator Preparation Program Agreement							EPP
Master Agreement / EPP Access Request Each Colorado traditional educator preparation program may request access to the CDE's eLicensing system, specifically for the purpose of checking for criminal history							
information relating to student teachers currently enrolled in their program, pursuant to § 22-2-119.3 C.R.S. This agreement must be completed and requested by the Certification/Licensure Officer that oversees the educator preparation program at one of the Colorado universities. If that Certification/Licensure Officer elects to add additional users, they will complete this form with the approval of the Licensure/Certification Officer. A new agreement must be completed anytime the signatory listed below changes or upon renewal. A valid agreement must be in place before access is granted.							
Instructions: All requests for access must be applied for via the eLicensing system in each requestor's unique account. Upload your completed form into your application. No requests are accepted via email or the mail. For more detail, please visit http://www.cde.state.co.us/cdeprof/districthrs.							
Please PRINT Requestor - to be known herein as an EPP *Required Field							
Are you the Certification/Licensing Officer in charge of your university's educator preparation program?* Use, Sole Licensing Coordinator (skip to next section)							
As the Certification/Licensing Officer, I do hereby request the below requester to be granted EPP eLicensing Verification Access. Date* The date should not be older that days from the date in which the applies for eLicensing Verification Access. Date*							ot be older than 60 .e in which the EPP ng Verification Access. xecute a new form.
Last Name*		First Name*		Title*			
Email Address*		Contact Phone*		Name of University*			
University Mailing Street Address*		C		City*		State* Zip*	1
	This agreement is between the Colo					ve listed EPP fo	
	direct access to CDE's eLicensing synthesis the EPP in the operation and use of next to each of the following line its statement of the following lits statement of the following line its statement of the follow	the eLice					
A	The EPP agrees that CDE will only provide access	to informa	tion contained within the eL	icensing system as a	authorized pursuant to §22	-2-119.3 C.R.S.	
в	The educator preparation program agrees to app additional users are needed by the university, ea their own eLicensing account. Users are not to sl university domain are allowed.	ch of those	users must seek the approv	al from the LC on th	is form and then must app	ly for access unde	er
с	The university agrees that the EPP is an employee of the university and is not a university student, an employee of a school district, private school, designated agency, or any other third party agency/employee.						
D	The EPP understands that the student teacher in their educator preparation program must submit to CDE a Field Experience Fingerprint form using their university issued student identification number. Without this number the EPP will be unable to conduct searches. The Field Experience Fingerprint form must be submitted after fingerprints have been submitted to CBI. A valid social security number is required for eLicensing account creation, must be submitted on fingerprint cards, and is used by districts when conducting searches. For more information visit our website at http://www.cde.state.co.us/cdeprof/studentteaching .						
E	The EPP agrees that access into eLicensing is for official business use only and understands that any unauthorized use is strictly prohibited. Information available via this access will only be criminal history information and/or subsequent arrest report information.						
F	The EPP understands that CDE is NOT conducting any background checks for any fingerprints received under the student teacher statute and that placement of student teachers is solely at the discretion of the university and/or the school district/charter school. CDE is only a pass-through of criminal history information that will be posted on the student teacher's eLicensing account for viewing by the university and the school district/charter school. The 3 most common statuses that will be posted on the student teacher's account are: >A blank "Alert" status which indicates that no fingerprint results have been received and/or processed by CDE. >A status of "Cleared FP Background Check" which means that fingerprint results have been received and that CDE has cleared the background. >A status of "Enforcement Review Needed" which indicates that a criminal history was received. This does not mean that the student teacher is disqualified from licensure. As mentioned above CDE will not investigate any criminal history until after the student qualifies for licensure and has submitted a qualifying application and fee. If the EPP search yields no results, ensure that the student teacher has accurately followed the instructions as outlined on the website from line D.						
G	The EPP agrees that none of the information that is obtained from within the eLicensing system shall be released to anyone as CDE is the official records custodian and such records are confidential and may not be subject to CORA. Subsequent arrest reports should not be forwarded to any unauthorized person or user including the student.						
н	The EPP understands that any user to the system must have their own eLicensing account and apply individually for any access. Accounts/logins cannot be shared. CDE may deny and/or revoke this access to any EPP for any violation of this agreement or violation of statute.						be
I	The EPP understands that this access expires anr account.	nually on yo	ur birthday. To renew, comp	plete this form and s	submit a new application vi	a your eLicensing	
Signature							
Do you hold, or have you ever held, a credential with CDE?* No Yes, please enter a personal email address here: This information is necessary as CDE may need to create a secondary account for you as this access cannot be part of your personal eLicensing account. You will be emailed if this occurs.							
As the EPP, I have initialed items A-I (above) and agree to abide Signature* If the action of the agreement. If the action of the agreement of						to in which the FDD	
For any questions regarding this process or any future questions regarding background checks, please email us at CDELicensingBackgroundUnit@cde.state.co.us or by phone at 303.866.6966.							