cde
COLORADO
DEPARTMENT *of* EDUCATION

Explanation Form **Licensure Related**	List only ONE offense per form DO NOT list multiple offenses on one form	How many incidents are you disclosing?	Number	This is incident	Number	of	Number

Applicant's Name		Social Security Number	

Complete this form and submit it with your application if you answered "yes" to one of the following questions from the application:

(choose **one** question, if you answered yes to more than one of the below questions in the Self Disclosure section of your application, you must complete a separate form)

☐ *Are you currently under investigation by any licensing or credentialing agency or organization?*

☐ *Has your application for an educator/teaching license, certificate or authorization, or any other occupational permit, license, credential or equivalent document, ever been denied?*

☐ *Has a licensing or credentialing agency or organization ever initiated disciplinary proceedings, including, but not limited to, suspension, revocation or annulment, against your license (e.g. teacher, principal, administrator or special services license, certificate or authorization) or any other occupational permit, license, credential or equivalent document?*

☐ *Has a licensing or credentialing agency or organization ever reprimanded or admonished you?*

☐ *Have you ever voluntarily surrendered a teacher, principal, administrator or special services license, certificate or authorization, or any other occupational permit, license, credential or equivalent document, in Colorado or any other state or place?*

1 Type of license, permit, certificate, credential, or any other equivalent documents:

2 The name and number under which it was held:

Name on License	License Number

AUTHORITY

3 Issuing and disciplinary authority's name	Authority's phone	Authority's email

Authority's address	City	State	Zip

Contact person	Title

4 Briefly describe the nature of charges or events that caused investigation, disciplinary proceedings or action, or surrender to occur:

5 Date of resolution	Month	Day	Year	☐ Not yet resolved	**6** Final disposition:	(e.g. revocation, suspension, etc.)
7 Date of subsequent reapplication	Month	Day	Year	☐ Not applicable	**8** Reapplication Result	(e.g. approved, denied, pending, etc.)

⚠ **I hereby attest that all information I am submitting is true and complete to the best of my knowledge. I understand that any intentional misrepresentation of facts may result in denial or annulment of a license and that falsification of statements on and with this attestation may be punishable by law.**

Date	Adobe e-signatures accepted. Click here for help with Adobe e-signatures. If you cannot use Adobe Signatures; after completing this form, print, hand sign, scan and upload.	Applicant's Signature

⚠ **Important instructions on how to use this form with the online application**

- You **MUST** be using the latest version of Adobe Reader, for a free reader visit www.adobe.com.

- Mac users, it is especially important that your computer is using Adobe Reader for Macs **AND** that your settings are configured to open PDF documents with Adobe Reader. This form is **NOT** compatible with Apple's Preview software. For a free Adobe Reader for Mac, visit www.adobe.com.

- For each item you are disclosing, you will complete an additional form(s) for each item until all have been explained. Click here if you need to begin another form.

- Upon completion of this form, save it to a file location on your computer for a later upload into your application. Do not close your browser until you have saved your completed form. If you do close your browser without saving, all information will be lost and you will have to begin again. When saving choose a file name containing your name and "Explanation Form 1 (2,3,etc)" (*Your Name* Explanation Form 1.pdf).

- After you have saved this completed form to a file location on your computer, you can close your browser and return to the online application. From the application click Browse/Choose File on the upload box and locate the file you just saved to your computer. After you have located the file, click UPLOAD. If the upload was successful, you will see the name of the file you chose just above the upload box. If you do not see the file or you see the text "No document(s) uploaded for this question", your upload failed. Always click on the blue link (hyperlink) after your upload to assure that you uploaded the file you intended.

An incomplete form will be returned for completion, which will significantly increase application processing time.

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