READ Act Teacher Training

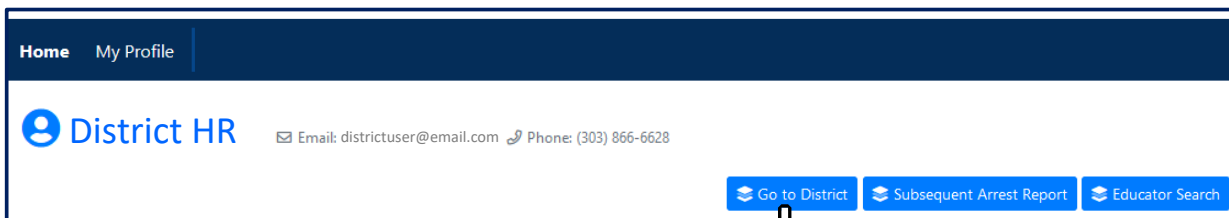## Educator Status Reports Available Through COOL

Instructions for pulling reports in COOL

Districts can now view a report of the educators in their school districts who have submitted evidence showing they meet the READ Act training requirement. This report is available to anyone who has already been approved for eLicensing Verification Access (EVA). CDE also has given access to every district superintendent and BOCES executive director.
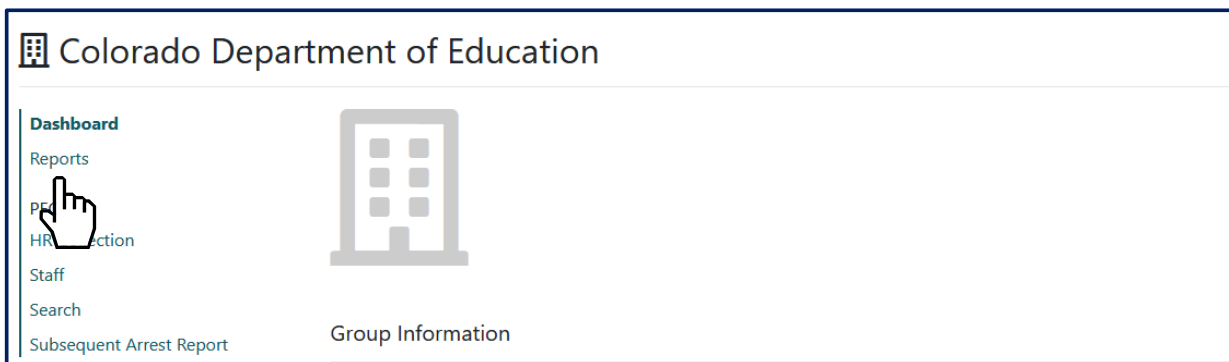
> *If your school district's HR office has not been approved for access, they can do so by completing a form and applying via COOL. Information on EVA, links to forms, and how to submit can be found at* https://www.cde.state.co.us/cdeprof/districthrs. *There is also a video available on our website that demonstrates how to apply for this access in COOL. The video can be accessed at* https://www.cde.state.co.us/cdeprof/newCOOLsystemupdates *under the heading District Human Resources Personnel.*

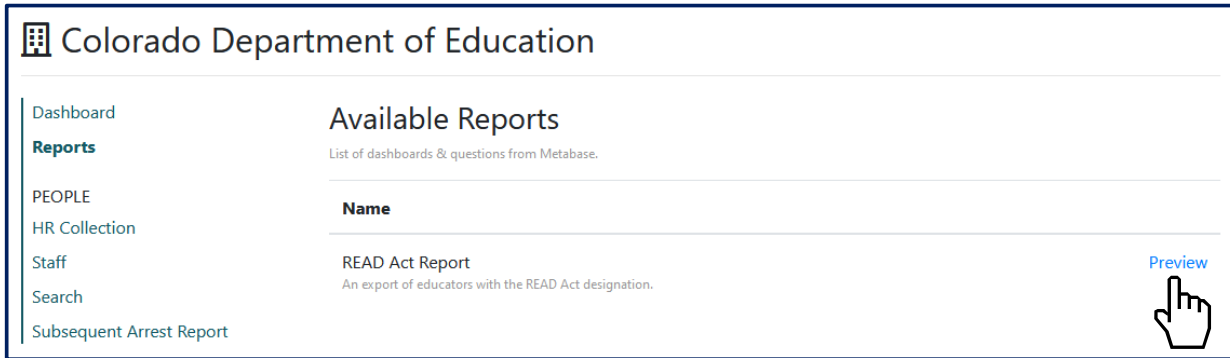The following steps show how to access the READ Act Report* via your COOL account:

1. Log into COOL Account
2. Click "Go to District"

3. Click "Reports" in the left menu

4. Click "Preview"

5. Click the download icon to download the report.

*Please note that you will only have educators in this list that were identified as being part of your districts in the 2020-21 Human Resource submission.