



## Educator Recruitment and Retention (ERR) Financial Assistance Program-Guidance for Colorado Educator Preparation Programs (EPPs)

### What is it?

Under this program, qualified program applicants can apply for up to \$10,000 in one-time financial assistance toward their educator preparation program costs if they commit to teaching in an [educator shortage area](#) for three years.

### Who is eligible?

Applicants can meet eligibility criteria for the program by first being enrolled in a Colorado-approved traditional or alternative educator preparation program (EPP) (or institute of higher education for applicants pursuing a CTE credential) and then through three different pathways:

1. Has an earned bachelor's or higher degree from a regionally accredited college or university and has secured employment as an alternative teacher or temporary educator eligibility (TEE) educator in [educator shortage area](#); or
2. Is currently employed as a paraprofessional; or
3. Has secured a position as a CTE instructor in a rural or small rural district and meets state CTE requirements

Recipients must commit to serve in an [educator shortage area](#) in a Colorado public school for three years as a condition of receiving the award.

### What does the award process look like?

**NEW in 2023-24:** The contract step of the process has been incorporated into the application in the COOL system. Awardees no longer need to sign a separate document after the application is approved as they will now sign this agreement electronically when they complete the application. The application will also now be open in 3 shortened windows during the year instead of all year long. Below are the timelines for all events in the award process.

	Application Open	GALs sent to EPPs	Invoices due to CDE	Payments Sent By
<b>Window 1</b>	July 1-August 30	September 15	October 15	November 30
<b>Window 2</b>	October 1-November 15	December 1	December 30	January 30
<b>Window 3</b>	January 3-February 15	March 1	April 1	May 1



## Invoicing Tips

- Invoices must include the following details:
  - Invoice number
  - Grant number: 3280
  - Name
  - Birthdate
  - Semesters included/covered by the charges being invoiced
  - Any remaining balance on the award
- If candidate was approved for tuition costs that will be incurred in the future, submit separate invoices to CDE as charges are incurred.
- Invoices can include multiple awardees on one invoice
- Before CDE can issue payment, the institution must have an active vendor packet on file with CDE. This includes a completed W9.

## Payment Information

- Payment will be sent directly to the EPP as an EFT with a line to the accounting unit that includes the invoice and grant numbers.
- EPPs can invoice CDE without having received payment from the candidate. If the candidate or district has already paid the EPP, a refund should be issued to the candidate or district upon receipt of payment from CDE.
- Payments will be processed in monthly batches and can take up to 45 days to receive once they are initiated.