

CDE LICENSURE

Having received your Certificate of Completion, please take the following steps:

1. Give a copy of your Certificate of Completion to your district HR office. It is important to include this information in your personnel file.
2. Access CDE Licensing Website at http://www.cde.state.co.us/cdeprof/Licensure_main.asp
3. Select the second option, "Renewal Applicant".
4. From the Renewal Applicant page, select the third option, "Convert Initial License to a Professional License".

As noted, the only requirement to move from an initial license to a professional license is completion of an induction program. It is not necessary to complete renewal credit. So please keep track of your Certificate as you will be required to submit it with your renewal application.

5. Click "Request Application" to download packet.

Please review the checklist and follow instructions carefully. If CDE has to return your packet for corrections, the usual 3-month processing time could be extended by an additional 2 or 3 months.