

Renewing your Professional License

You may apply to renew your Professional License any time within 6 months of your current license expiration, but no sooner.

► **Renewal hour requirements:**

The Colorado Department of Education requires 90 clock/contact hours, or 6 semester hours, of professional learning in order to renew your license. Renewals should take place every 7 years, and credits submitted should not be more than 7 years old. There are multiple types of credit that qualify for your license renewal:

- 1 university/college hour = 15 clock hours
- 1 CEU = 10 clock hours
- 1 BVSD salary credit = 30 clock hours
- 1 BVSD instructional seat time = 1 clock hour
- 1 BVSD leadership credit = 30 clock hours

Each institution should provide you with a transcript that you can upload to CDE. In addition, you can download your BVSD transcript from MyPassport by logging in and clicking on the Credit Bank/Transcript tab.

Please see [this list](#) to determine if your professional development is accepted by CDE, or contact CDE with any questions at CDElicensing@cde.state.co.us. BVSD cannot give guidance around what CDE will accept, so please work directly with CDE to double check any courses that you may have questions about.

► **Review the Educator Professional Development Requirements**

1. Make sure you have completed all requirements for the READ Act, Special Education and Behavioral Health hours, and ELD hours specific to your endorsement and position.

► **To access your transcript in MyPassport:**

2. Log into MyPassport
3. Click the Transcript tab at the top
4. Scroll down to the My Transcript section
5. Click the "Print Official Transcript button"
6. When the preview screen loads, click the download button on the top right corner to download
 - a. Save the downloaded transcription to your computer and personal email
 - b. Upload the saved copy to CDE (see directions below)

► **Steps for renewing your professional license:**

1. Go to Colorado Department of Education's Licensure Renewal page:
<https://www.cde.state.co.us/cdeprof/checklist-renewprofessionalteacher>
2. Review the checklist and scan and save all required documents (e.g. driver's license, certificates, transcripts, etc.)
 - a. Tip: save certificates with your name and certificate description (e.g. Jane Doe, Socratic Seminar)
3. Scroll down to the option that says, "**Register and Apply**" and click the login button
4. Select the Teacher application to get started
5. Complete the application process:
 - a. If you previously registered, log in and make changes to your address/phone number before starting application.
 - b. Select the appropriate professional license you will be applying for (teacher, special services provider or career & technical education).
 - c. Complete application and upload documents.
6. After submitting payment, print payment receipt and submit a copy to HR.
7. Track your license status, and **once you receive your license from CDE, forward a copy to HR (human.resources@bvsd.org) for your file.**
8. **Make sure to keep a digital and printed copy of your license. It is your responsibility to maintain your copy of your license for any future needs.**

Note: Professional licenses are valid for 7 years. It is your responsibility to make certain your license remains current and valid. If you have an alternative license, you will first need to apply for an Initial License, then you will be able to apply for a Professional License.