COLORADO
Department of Education

Teacher of Record Program Plan

When a district, BOCES, or charter needs a licensed teacher in a designated shortage area, and no qualified applicants have applied for the position, the teacher of record license and associated programs may be used to fill the position.

Teacher of Record License

The Teacher of Record License is designed for individuals who do not hold a bachelor's degree and are in an undergraduate traditional teacher preparation program at an institution of higher education. Under the Teacher of Record license, an individual can become the teacher of record in his/her own classroom while completing up to the remaining 36 hours of his/her teacher preparation program.

Teacher of Record Program

To qualify for a Teacher of Record License, individuals must be enrolled in a Teacher of Record Program. For the Teacher of Record Program, the hiring district/BOCES/charter and the institution of higher education must collaboratively create an individualized program for the individual to complete his/her teacher preparation program while employed as the teacher of record. Both the district/BOCES/charter and institution of higher education are responsible for providing support services and training.

All Teacher of Record Programs must be approved by the department for the individual to be eligible to apply for a Teacher of Record License.

To submit a program for approval, complete the following plan and email it to the Educator Development team at Educator_recruitment@cde.state.co.us.

Please note that this form is an editable PDF with functionality that must remain in place for the plan to be reviewed. **Please DO NOT print and scan this document for submission.**

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Candidate Name: _____

District/BOCES/Charter Name: _____

Institute of Higher Education (IHE) Name: _____

School year(s) the candidate is to participate in the program: _____

Instructions: Please complete Sections I, II, III, and IV. At the beginning of each section, there are further instructions on how to complete that section of the plan, including where signatures or initials are required. This plan must be completed and approved by the CDE before the candidate can apply for a Teacher of Record License.

Important note: The Teacher of Record License cannot be issued with an endorsement in Special Education regardless of identification as a shortage area.

Section I: Demonstration of Need

The district/BOCES/charter must fill out the following section to demonstrate that the position for which they wish to hire a Teacher of Record candidate is eligible for the Teacher of Record License and associated programs. To be eligible, the district/BOCES/charter must prove that the position is in a designated shortage area, a reasonable attempt was made to fill the teaching position, and that leaving the position unfilled would have a significant impact on students.

Shortage Area	
The position must be in a shortage area designated by the department. Use the drop down to select the shortage area the position is in from the list.	

Position Detail	
Name of School: *(For charter schools applying, use this space to indicate the school's authorizer.)*	
Name of Building-level supervisor: *(This could be principal, asst. principal, or an instructional coach)*	

Email address of Building-level Supervisor	
Subject Area(s): *(Elementary teachers should list 'General Elementary Education' the subject area for this section.)as*	
Grade Level(s):	

Reasonable Attempt to Fill the Position	
Length of time position was posted in months:	
Number and name of places/job sites the position was posted:	
Number of job fairs attended:	
Did you reach out to any professional associations? If so, which?	
Did you directly contact an educator preparation program? If so, which?	
Did you recruit within your community for potential alternative candidates?	
Were there any other recruitment activities you engaged in? If so, explain.	

Outcome(s) of Reasonable Attempt
In the space below, provide a three to five sentence explanation of the outcome(s) of each of the above attempts to fill the position. Be sure to include information on any applications received and why applicants were not qualified for the position.
Severity of Need and Impact on Students
In three to seven sentences, explain the severity of need and the impact that the unfilled position would have on students (i.e. number of students impacted, class size adjustments, program loss).

Section II: Proposed Program Details

The IHE and district/BOCES/charter must fill out this section collaboratively to explain scope and sequence of their proposed program that the candidate must complete while under the Teacher of Record License. There must be a clear vision for support in which the roles and responsibilities of the IHE and district/BOCES/charter in implementing the program are explicitly defined and explained. The combined course and teaching load must be manageable for the candidate.

At the end of this section, the IHE and district/BOCES/charter **must initial to indicate** their agreement to the proposed plan and commitment to delivering the services detailed. Additionally, the candidate must **initial to indicate** his/her commitment to completing the proposed program.

General Program Details	
Length of program (One or two years):	
Narrative Description of Program *In one to two paragraphs, provide an overview of your proposed program. Include a brief description of all program elements and how those elements will both ensure a manageable workload and work together to support and develop the candidate.*	

Agreement between District/BOCES/Charter and IHE
Time and Support *In three to five sentences, describe the time and support (i.e. financial resources, class coverage) the district/BOCES/ charter will provide for the teacher of record to complete the course work assigned by the IHE.*
Mentoring *In five to ten sentences, describe who will provide the teacher of record a mentor and the mentor/mentee structure that will be used to provide support (i.e., how often they will meet, what will be covered during the meetings, how that material will be determined, etc.). Note: mentor meetings must occur onsite at least monthly.*

Agreement between District/BOCES/Charter and IHE
Professional Development *In seven to ten sentences, describe the scope and sequence of professional development that will be provided by the IHE and district/BOCES/charter, respectively. Include an explanation of how the professional development provided by both entities will work together to support the teacher of record.*
Evaluation *In five to ten sentences, describe what entity (district/BOCES/charter, IHE, or both) will conduct performance evaluations of the teacher of record, including how the evaluation will be conducted and the purpose of the evaluation(s).*

Agreement between District/BOCES/Charter and IHE
Other Supports *In ten sentences or fewer, describe all other supports that will be provided for the candidate, including who (district/BOCES/charter, IHE, or both) will provide the supports and how the supports will be delivered.*

Program the candidate is enrolled in (e.g., what endorsement is the candidate pursuing):*	
Remaining Required Courses *List the remaining courses that the candidate is required to complete to in order to complete the institution's program, including course code, name, credit hours, and a one to two sentence description..*	

*The program must align with the position identified in Section I. The candidate may switch programs; however, if a switch in program occurs, a new plan is required. For example, if a candidate is enrolled in an elementary education program but switches to secondary science after the Teacher of Record License is awarded, this form must be submitted again with a new plan and signatures from all relevant parties. If approved, the candidate must also apply for a new Teacher of Record License and have passed the Praxis exam required for the new endorsement area.

IHE Specific Provisions
Program Completion Requirements *Beyond the course information detailed above, list all the requirements that are NOT course dependent for completion of the baccalaureate degree program and when each of the requirements must be met.*

District/BOCES/Charter Specific Provisions
Induction *In ten sentences or more, explain the scope and sequence of the induction program for the candidate include how programming will be differentiated to meet the unique needs of the candidate and ensure that supports do not become overwhelming or prohibitive to the candidate's effectiveness. CDE recommends that while the candidate is completing IHE coursework, induction activities be limited to those that are most impactful, not duplicative of another program supports, and not course- based. Mentorship can be a support that bridges the Teacher of Record program with induction.*

Initials	IHE Representative:	District/BOCES/Charter Representative:	Candidate:

Section III: Candidate Details

The candidate, IHE, and district/BOCES/charter must complete the following section to demonstrate the candidate's suitability for participation in the program.

At the end of this section, the IHE, district/BOCES/charter, and candidate must initial to assure the accuracy of all the information in this section, including the information regarding Praxis exam results.

Demographic Information			
Candidate Name:			
Race and Ethnicity:	☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Hispanic ☐ Middle Eastern or North African ☐ Native Hawaiian or Pacific Islander ☐ South Asian ☐ White Check All that Apply.	Name and location of high school where candidate graduated:	
Age:		Sex:	
Year in Program:			
Credit Hours Completed:		Credit Hours Remaining:	
Successfully Completed Courses: List class code, name, credit hours, and a one to two sentence description of the course.			

◆If the program is approved, the candidate will also need to upload copies of his/her transcript in the Teacher of Record License application.

IHE and District/BOCES/Charter Provisions	
In 250 words or fewer (per stakeholder response), explain why you feel confident in this candidate's suitability for the Teacher of Record License. Relevant information may include descriptions of his/her preparedness, perceived fit with the district/BOCES/charter school, or demonstrated skill.	
IHE perspective:	
District/ BOCES/ Charter perspective:	

Candidate's Eligibility			
In order for the candidate to be eligible for this program, he/she must have already passed the Praxis content exam(s) required for the endorsement area in which the Teacher of Record License is to be issued.			
Praxis Exam: *(include name and number of and if passed)*		Exam Results: *(include score*	

⌘If the program is approved, the candidate will also need to upload the official score report in the Teacher of Record License application.

Initials	IHE Representative:	District/BOCES/Charter Representative:	Candidate:

Section IV: Assurances and Reporting

By signing the assurances below, each partner agrees to implement the program as described in this plan and satisfy all annual reporting requirements per 1 CCR 301-103, 6.1 (a-e).

The IHE[1] and district/BOCES/charter must report the following information to CDE by June 15th of each year:

- The program components the candidate has completed, including the number of credit hours earned;
- The grade levels and courses taught by the candidate, including the number of students taught;
- Whether the candidate is continuing enrollment at the IHE and employment with the district/BOCES/charter;
- If the candidate has completed the program, including whether the candidate earned his/her baccalaureate degree; and
- The performance ratings for the candidate.

A form will be provided for completion of the reporting requirements.

District/BOCES/Charter Assurance	
Name of District Director/BOCES Executive Director/ Head of Charter School:	
Title of Representative:	
Email Address:	
Type Your Full Name to Sign and Agree:	
IHE Assurance	
Name of Authorized IHE Representative:	
Title of Representative:	
Email Address:	
Type Your Full Name to Sign and Agree:	

[1] Please note that the IHE must still report the candidate to the Department of Higher Education in the Student Unit Record Data System (SURDS) collection. Candidates should be reported as enrolled in a traditional program while completing the Teacher of Record Program.

Teacher of Record Licensure Candidate Assurance	
Name:	
Email Address: ***Use a personal email address. Do NOT use a school or work email address***	
Type Your Full Name to Sign and Agree:	