



eLicensing Verification Access - School District Agreement

SDO/LC

Master Agreement / Licensing Coordinator Access Request

Each Colorado school district\* may request access to the CDE's\*\* eLicensing system. Each school district is allowed one (1) School District Official (SDO) and can have one (1) Licensing Coordinator (LC)\*\*\*. Once access has been granted, the LC will facilitate other Authorized Users (AU) your district may have. The LC acts as the liaison between CDE and your school district and will receive any updates/training materials regarding the eLicensing system that may be provided by CDE.

This agreement must be completed and requested by the school district's superintendent (to be known herein as the School District Official or SDO). A new agreement must be completed anytime the SDO signatory listed below changes or when the Licensing Coordinator changes. A valid agreement must be in place before access is to be granted.

\*For the purposes of this agreement—a "school district" is any public school district, public charter school, BOCES, facility school or state operated program to be known herein as "school district". \*\*For the purpose of this form and this lookup, "CDE" means the Colorado Department of Education—Educator Licensing Unit only and does not encompass any other CDE unit, program or system. \*\*\*The Licensing Coordinator is the single person at your school district that has been authorized by CDE to approve user access requests.

Instructions: All requests for access must be applied for via the eLicensing system in each requestor's unique account. Complete this form to designate an LC/SDO for your district. Once completed, the LC/SDO will upload a scanned copy into their application for access. No requests are accepted via email or via the mail. For more detail, please visit http://www.cde.state.co.us/cdeprof/districthrs. Once an LC has been approved by CDE, other district Authorized Users (AU) can apply for access with LC approval.

Please PRINT

Requestor - to be known herein as "School District Official (SDO)"

\* Required Field

1 Are you making this request on behalf of a public charter school? Yes If yes, complete the Charter School section here. No If no, skip this Charter School section & move to the next section.

Charter School Only section with fields for employment status, governing board chairperson, charter school name, address, and school district information.

Superintendent or Head of Charter School

Fields for Superintendent or Head of Charter School including SDO Last Name, First Name, Title, School District Email Address, Contact Phone, Name of School District, Mailing Street Address, City, State, and Zip.

This agreement is between the Colorado Department of Education, Educator Licensing Unit (CDE) and the above listed SDO for direct access to CDE's eLicensing system. The purpose is to specify the standards and responsibilities of both the CDE, the SDO and/or the LC in the operation and use of the eLicensing system. Access is not guaranteed and is solely at the discretion of CDE. Initial next to each of the following line items.

Table with 4 columns: Item (A-H), Description of agreement terms, and Initial status for SDO and LC.

Please read from the following 3 choices and select the one that best fits your needs.

Three choice options (2.1, 2.2, 2.3) for designating an LC, with associated next steps for each.

As the SDO, I have initialed items A-H (above) and agree to abide by the terms of this agreement. Furthermore I do hereby request that the below named employee (or self) of this school district act as our Licensing Coordinator (LC) to represent our school district.

SDO Signature and Date fields with instructions for the date.

Licensing Coordinator Information section with fields for LC Last Name, First Name, Title, School District Email Address, Contact Phone, Personal Email Address, Signature, and Date.