

Contracts & Licensure

What is the difference between Contract Status and License Status?

Every PSD teacher and Special Service Provider has a Contract Status and a License Status. **Remember! Your contract is with Poudre School District. Your license is with the State of Colorado.**

For more information, contact the Colorado Department of Education at 303-866-6628, www.cde.state.co.us

Contract Status

Letter of Intent

A Letter of Intent will be e-mailed to you within a few days of your employment offer. Please sign and return to Human Resources as soon as you receive it and have read it.

Contract

Your formal contract will be created upon issuance of your license and completion of all initial paperwork outlined in the Letter of Intent.

Your salary will be set at the base rate until HR receives your transcripts conferring your degree **and** Verification of Teaching Experience forms from previous employers. Contracts will be issued when paperwork is complete, which usually occurs mid to late July.

Definitions

Licensed staff are teachers and special service providers licensed by CDE to teach or work in Colorado. Licensed staff new to PSD are categorized as:

Probationary 1 (P1) First year in PSD, includes all new and beginning teachers.

Probationary 2 (P2) Second year in PSD.

Probationary 3 (P3) Third year in PSD.

In order to advance in probationary status you must work 120 consecutive days at a 50% or greater assignment.

License Status

You must hold a valid Colorado Teaching License **before** you begin employment. See below for teaching license definitions.

Initial License

The initial license is issued to those who are new Colorado graduates who have also passed the PLACE or Praxis test. It is valid for three years.

You are required by law to complete a state-approved induction program to move from initial to professional license status.

Interim Teacher Authorization

Issued to out-of-state candidates who hold a current certificate in another state and have less than three years experience. These license holders have one year in which to pass the Colorado PLACE or Praxis test in their content area. This license is only renewable once.

Professional Teaching License

Issued to an initial license holder who has completed an approved induction program. It is valid for five years and is renewable through documentation of either six semester hours of credit or 90 clock hours of Professional Development activities or a combination thereof. Professional licenses are also issued to out-of-state educators who can demonstrate three or more years of continuous, successfully evaluated teaching experience.

Alternative Teacher License

Issued to an individual who has earned a bachelor's degree from

an accredited institution, possesses subject matter knowledge appropriate for teaching in public schools and agrees to participate in an on-the-job, one-year, alternative teacher preparation program. It is valid for one year and is non-renewable.

Authorization: Temporary Teacher Eligibility

Requested by a district for Special Education teachers who are enrolled in a Special Education teacher program and who do not yet meet licensing requirements. The teacher must currently hold a valid Temporary Teaching Endorsement (TTE), which monitors the teacher's progress towards program completion. The TTE holder usually agrees to complete 9 credit hours per year. The Authorization and TTE are issued for a period of one year, and are only renewable twice when the district and teacher can document progress toward program completion.

Emergency Authorization

Requested by a district when a licensed person with appropriate endorsements cannot be found. The license is issued to the individual, but is specific to the district. It is valid for one school year only.

For questions about licensure, call 490-3439.