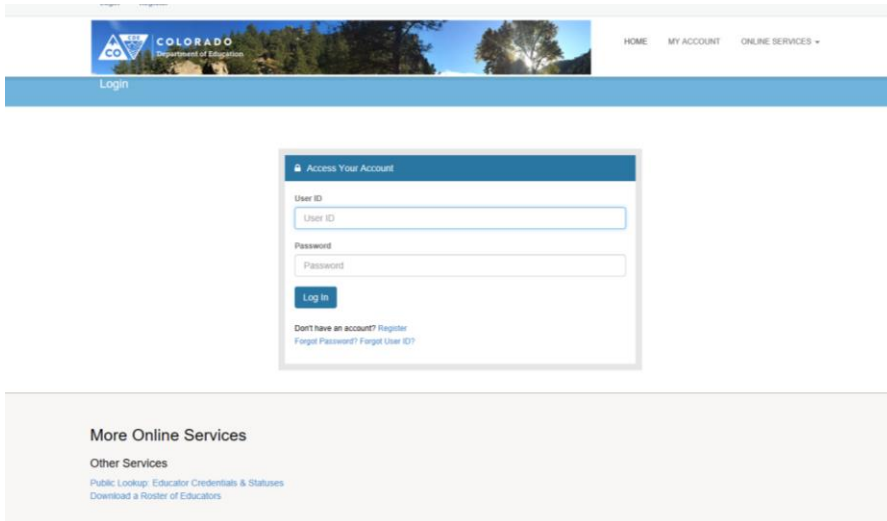


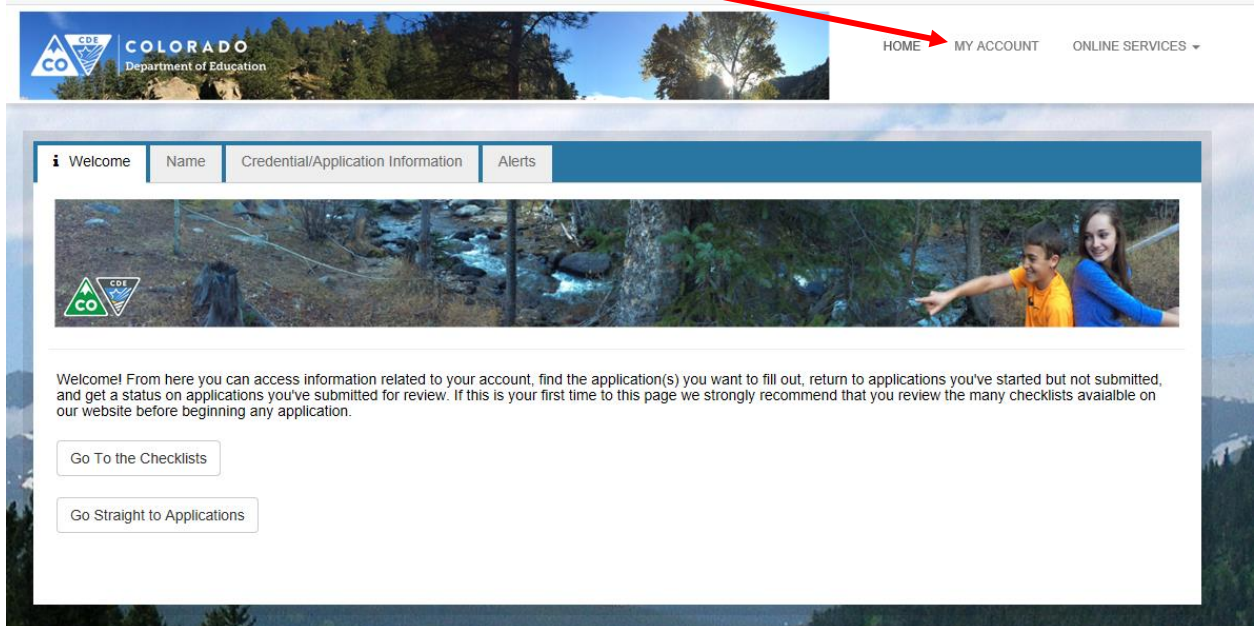
# How to activate your “pending employment” Alternative License

1. Log on to your CDE eLicensing account by clicking the link <https://apps.colorado.gov/cde/licensing/Login.aspx>



The screenshot shows the login page for the CDE eLicensing account. At the top, there is a header with the Colorado Department of Education logo and navigation links for HOME, MY ACCOUNT, and ONLINE SERVICES. Below the header is a blue bar with the word "Login". The main content area features a white box titled "Access Your Account" with input fields for "User ID" and "Password", and a "Log In" button. Below the login box, there are links for "Don't have an account? Register" and "Forgot Password? Forgot User ID?". At the bottom, there is a section for "More Online Services" with a sub-section for "Other Services" listing "Public Lookup: Educator Credentials & Statuses" and "Download a Roster of Educators".

2. After you have logged on, click on My Account



The screenshot shows the account dashboard after logging in. A red arrow points from the text "click on My Account" to the "MY ACCOUNT" link in the top navigation bar. The dashboard has a blue header with the Colorado Department of Education logo and navigation links for HOME, MY ACCOUNT, and ONLINE SERVICES. Below the header is a blue bar with a welcome message and navigation tabs for "Welcome", "Name", "Credential/Application Information", and "Alerts". The main content area features a large banner image of two children pointing at a stream. Below the banner, there is a welcome message: "Welcome! From here you can access information related to your account, find the application(s) you want to fill out, return to applications you've started but not submitted, and get a status on applications you've submitted for review. If this is your first time to this page we strongly recommend that you review the many checklists available on our website before beginning any application." Below the message are two buttons: "Go To the Checklists" and "Go Straight to Applications".

3. Under “More Online Services,” click on “Upload Requested Documents”

More Online Services

Applications  
[Go to Applications](#)  
[Upload Requested Documents](#)

My Credential Information  
[Go to Credential Details/Application Status](#)

Update My Account  
[Change of Address/Phone](#)  
[Change Email/ Password/User ID/ Security Questions](#)

Other Services  
[Public Lookup: Educator Credentials & Statuses](#)  
[Download a Roster of Educators](#)

4. Click “continue”

Please select which license you wish to work on from the following list.

[Item \[In Progress\]](#)

	License	Credential Number	Application Incomplete Due To	Application Date	Application Closes
<a href="#">Delete</a> <a href="#">Continue</a>	Teacher	228903	PENDING EMPLOYMENT/PROGRAM	05/19/2017	08/19/2017

5. Upload your SoA and signed contract here.

Teacher

Documentation Upload Introduction

**Fields marked with an asterisk \* are required.**

This application is for the purposes of submitting missing or incomplete documents for an application already submitted and paid for. Missing or incomplete documentation must be submitted within 14 days from the day you were notified. All documents must be submitted through your online account. Do **NOT** email or mail your documents to CDE.

Due to your application being incomplete, your application's received date, as well as your credential's effective date, will become the date on which your application becomes complete. This will also delay your processing time as applications are processed in the order they are received, including resubmitting documentation.

1. Upload ALL your document(s) below to complete your application. You can upload as many documents as necessary.

Please refer to the email correspondence you received from CDE for instructions on which documents you need to submit.

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: bmp, doc, docx, jpeg, jpg, mp4, pdf, rtf, tif, tiff, txt, wav, wpd, xls, xlsx

6. Type your full legal name, date, and submit documentation.

7. When CDE sends you your license, send it to Samantha at [sgriffin@ppboces.org](mailto:sgriffin@ppboces.org)

8. Celebrate! You are now official!

