



Empowering & Advancing Early Childhood Professionals

Early Childhood Credential Application Packet

Colorado Office of Professional Development

1580 Logan St.
Suite 310
Denver CO 80203
Phone: 303-333-6021
Fax: 303-333-6020
E-mail: katrina.boykin@ccd.edu
www.smartstartcolorado.com

COMMUNITY COLLEGE OF
DENVER



COLORADO EARLY CHILDHOOD PROFESSIONAL CREDENTIAL APPLICATION

Directions

1. Complete pages 1–4 of the application and the page(s) which correspond to the Credential for which you are applying.

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Conversion of Experience Chart	Page 5
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Level II	Page 7
Level III	Page 8
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2. Compile supporting documentation. As specified in the application, supporting documentation may include the following:

- Copy of letter(s) on business stationery from a current or past employer(s) stating the amount of time worked and the dates worked;
- A copy of the Colorado Department of Human Services family child care license indicating number of years in operation;
- Copy(s) of certificates/credentials such as a Child Development Associate, Certified Childcare Professional, etc. (see application for entire list);
- Letter/certificate from instructor stating completion of non-credit training approved by the Colorado Department of Human Services or the Colorado Office of Professional Development;;
- A copy of the Colorado Department of Human Services letter stating that director qualifications for a large child care center have been met.

3. Request official transcript(s), if appropriate, be sent directly from the college to the Office of Professional Development; using the enclosed form(s).

4. Send the completed application and documentation to:

Colorado Office of Professional Development
1580 Logan St.
Suite 310
Denver CO 80203
Phone: 303-333-6021

5. For more information, contact Katrina Boykin at 303-333-6021 or katrina.boykin@ccd.edu.

Please note that all fees associated with issuing a credential are being waived through June 30, 2009.

Thank you for your interest in attaining an Early Childhood Professional Credential and for the work you do on behalf of young children.

COLORADO EARLY CHILDHOOD PROFESSIONAL CREDENTIAL APPLICATION

Date _____

This information will help determine the impact of the credentialing system within the early childhood field. Your specific information will not be made public.

Please complete the following:

Name

First Name

MI

Last Name

List other names that might be on your college transcripts (*maiden name, previous married names*):

Social Security Number _____

Student ID Number (if applicable) _____

Address

Street

City

County

State

Zip Code

Home Phone (_____) _____

Work Phone (_____) _____

Fax Number (_____) _____

E-mail Address _____

Date of Birth _____

Month

Day

Year

What is your gender?

[1] Female

[2] Male

What is your ethnicity?

[1] African American/Black

[2] Hispanic/Latino(a)

[3] Native American/American Indian

[4] Asian/Asian American

[5] White Non-Hispanic/Anglo

[6] Other _____

Are you Bilingual:

[1] Yes

[2] No

What is your primary (1st) language?

[1] English

[2] Spanish

[3] Other

Other Languages spoken:

[1] English

[2] Spanish

[3] Other

EMPLOYMENT INFORMATION

1. Years in the field of early childhood, including both direct and indirect services:

[1] less than 6 months

[2] 6-12 months

[3] 1-2 years

[4] 3-5 years

[5] 6-10 years

[6] more than 10 years

2 a. Check one which most closely defines your current position:

[1] Licensed family child care provider

[2] Family child care provider legally exempt from licensing

[3] Experienced family child care provider

[4] Aide in a Head Start program

[5] Teacher in a Head Start program

[6] Montessori teacher

[7] Educational specialist in a Head Start program

[8] Director in a Head Start program

[9] Family Outreach Worker in a Head Start Program

[10] Aide in an early childhood, school-age or infant/toddler program

[11] Teacher/group leader in an early childhood, school-age or infant/toddler program

[12] Assistant director of an early childhood or school-age program

[13] Director of an early childhood or school age program

[14] Infant nursery supervisor

[15] Public school teacher in an early childhood program

[16] Nanny

[17] Parent educator/support provider

[18] Early childhood instructor/trainer

[19] Child care resource and referral specialist

[20] Mentor

[21] Other _____

2 b. [1] Current hourly wage: _____ OR [2] Current annual salary _____

2 c. Other position(s) currently held, please check all that apply:

- [1] Licensed family child care provider
- [2] Family child care provider legally exempt from licensing
- [3] Experienced family child care provider
- [4] Aide in a Head Start program
- [5] Teacher in a Head Start program
- [6] Montessori teacher
- [7] Educational specialist in a Head Start program
- [8] Director in a Head Start program
- [9] Family outreach worker in a Head Start program
- [10] Aide in an early childhood, school-age or infant/toddler program
- [11] Teacher/group leader in an early childhood, school-age or infant/toddler program
- [12] Assistant director of an early childhood or school-age program
- [13] Director of an early childhood or school-age program
- [14] Infant nursery supervisor
- [15] Public school teacher in an early childhood program
- [16] Nanny
- [17] Parent educator/support provider
- [18] Early childhood instructor/trainer
- [19] Child care resource and referral specialist
- [20] Mentor
- [21] Other _____

2 d. Do you hold a paying position outside of the early childhood profession?

- [1] Yes
- [2] No

3. Does your employer provide incentives for you to get advanced training/education?

- [1] Yes
- [2] No
- [3] Don't know

4. If yes, please check all that apply:

- [1] One-time cash bonus
- [2] Wage increase
- [3] Book allowance
- [4] Scholarship funds
- [5] Release time
- [6] Transportation allowance
- [7] Don't know
- [8] Other _____

5. Name of agency where currently employed:

(Examples: Mile High Child Care, Logan Public Schools, Catholic Charities)

6. If applicable, name of early care and education program/center where currently employed:

(Examples of education program/center: Jessie Whaley Maxwell Elementary, RubyPark Child Care)

7. Address of current education program/center:

Street

City

County

State

Zip Code

8. If applicable, name of classroom _____

(Examples: Frogs, PreK, Toddler, Stars)

9. If applicable, Colorado Department Human Services child care license number _____

10. Check all that apply:

- [1] Part-day program [3] Part-year program
[2] Full-day program [4] Full-year program

11. How long have you worked with this program?

- [1] less than 6 months
[2] 6-12 months
[3] 1-2 years
[4] 3-5 years
[5] 6-10 years
[6] more than 10 years

12. Ages of children served in or by this program; please check all that apply:

- [1] Infants (6 weeks - 1 year)
[2] Toddlers (1 - 2 ½ years)
[3] Preschoolers (2 ½ - 5 years)
[4] Kindergarten (5 – 6 years)
[5] School-age (5 – 12 years)

13. Ages of children with whom you work directly, please check all that apply:

- [1] Infants (6 weeks - 1 year)
[2] Toddlers (1 - 2 ½ years)
[3] Preschoolers (2 ½ - 5 years)
[4] Kindergarten (5 – 6 years)
[5] School-age (5 – 12 years)
[6] Not applicable

I am applying for Colorado Early Childhood Professional Credential Level

- I
 II
 III
 IV
 V
 VI

I certify that all information pertaining to my application for a Colorado Early Childhood Professional Credential is true and correct in accordance with sections 26-6-105.5, 26-6-108 and 26-6-114 of the Colorado Revised Statutes. I understand that providing false or misleading information constitutes perjury in the second degree and also can result in my being fined as much as \$100 a day to a maximum of \$10,000.

Signature _____ Date _____

CREENTIAL OVERVIEW

Please note this is an overview and does not list all of the criteria - or ways to meet those criteria - needed to meet credential standards.

CREENTIAL LEVELS	EDUCATION	EXPERIENCE	LENGTH OF CREDENTIAL	RENEWAL
Level I	Course work and/or certificates which cover the Level 1 Standards, ECE 101 and ECE 102	None	Valid for 3 years	Two 3-semester credit ECE courses that are part of the core courses. Renewable twice
Level II	Eight 3-semester credit ECE courses that are the core courses covering the Levels 1 & 2 Standards	3,640 hours	Valid for 5 years	6 semester credit hours Renewable
Level III	Associate Degree	2,730 hours	Valid for 5 years	6 semester credit hours Renewable
Level IV	Baccalaureate Degree	1,820 hours	Valid for 5 years	6 semester credit hours Renewable
Level V	Master's Degree	1,820 hours	Valid for 5 years	6 semester credit hours or major professional contribution Renewable
Level VI	Doctoral Degree	1,820 hours	Valid for 5 years	6 semester credit hours or major professional contribution Renewable

“Credit hours” within this document refers to semester credit hours from a regionally-accredited college or university. Equivalent credit hours from a regionally-accredited college or university will be accepted. To meet educational and renewal requirements for the Colorado Early Childhood Professional Credentials, only credit hours from accredited colleges or universities with a “C” grade or better will be accepted.

CONVERSION OF OCCUPATIONAL EXPERIENCE: HOURS INTO MONTHS

910 hours	= 5.5 months x 40 hours a week = 7.5 months x 30 hours a week = 11 months x 20 hours a week
1,820 hours	= 11 months x 40 hours a week = 15 months x 30 hours a week = 22 months x 20 hours a week
2,730 hours	= 16.5 months x 40 hours a week = 22 months x 30 hours a week = 32-5 months x 20 hours a week
3,640 hours	= 22 months x 40 hours a week = 29 months x 30 hours a week = 44 months x 20 hours a week

LEVEL I CREDENTIAL

Indicates completion of training which has met the Level 1 Standards as delineated in *Colorado's Core Knowledge and Standards: A Guide for Early Childhood Professional Development*. This is equivalent to Colorado Community College System's ECE 101 - Introduction to Early Childhood Education and ECE 102 - Introduction to Early Childhood Education Lab.

REQUIREMENTS

1. **Age** – Must be 17 years of age or older
2. **Experience** – No previous experience required
3. **Education** – The educational requirements can be met in one of the following ways:
 - a. six semester credits from a regionally-accredited college or university, 90 hours of pre-approved (contact our office for approval) non-credit training in early childhood, or a combination of both.
 - b. One of the early childhood certificates/credentials listed below
 - c. Verifiable 80 percent competency rate on the Basic Credential Challenge Test that covers Level I Core Standards.

A. Semester credits or non-credit training *Please Check All That Apply*

6 semester credits in early childhood from a regionally-accredited college/university

- [1] 3 semester credits in introduction to early childhood education class
[2] 3 semester credits in introduction to early childhood education lab class

B. Certificates/Credentials

- [1] Child Development Associate (CDA)
[2] CDHS Experienced Child Care Provider License
[3] National Association for Family Child Care Accreditation
[4] Certified Childcare Professional (issued by the National Child Care Association)
[5] US Army Early Childhood Credential
[6] US Army School Age Credential
[7] Montessori Certificate
[8] High school early childhood vocational certificate with a grade of "B" or better

C. Verifiable 80 percent competency rate on the Basic Credential Challenge Test that covers Level I Core Standards.

CREDENTIAL RENEWAL

1. Before current credential expires, one of the following is required for renewal:
 - A minimum of 6 semester credits which are part of Colorado Community College System's core Early Childhood coursework – child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center and early childhood administration/human relations.
 - Equivalent 6 semester credits which cover Level 2 Core Standards from a regionally-accredited college or university;
2. The Level I Credential is valid for three years and is renewable twice

All credited training must be from a regionally accredited college or university with a grade of "C" or better for both the original credential and renewal. Official transcripts must be mailed directly from the college or university to be considered.

LEVEL II CREDENTIAL

Indicates completion of course work which meets Level 1 and Level 2 Standards as delineated in *Colorado's Core Knowledge and Standards: A Guide for Early Childhood Professional Development*. This is equivalent to Colorado Community Colleges' eight core early childhood education courses, which includes introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\human relations.

Level II Credentials, issued after June 30, 2005, in most cases will be accepted by the Colorado Department of Human Services as meeting the requirements for director qualifications of a large child care center, once a director qualification application has been processed. Information and application forms regarding the process for large center director qualifications are available from the Colorado Department of Human Services, Division of Child Care web site at www.cdhs.state.co.us/childcare/pro_development.htm, or by calling the Division at 303-866-5958.

REQUIREMENTS

A. Experience – Documentation must be provided of at least 3640 clock hours of supervised and/or paid occupational experience in a licensed child care center, an early childhood public school program, or a Head Start/Early Head Start program. Up to 1820 hours of experience in a licensed family child care home or school age program can count towards the 3640 hours. See page 5 for Conversion of Experience.

Documentation for family child care providers must be a copy of the Colorado Department of Human Services license with a letter indicating number of years in operation.

Documentation for providers working in a center must be a signed letter(s) on business stationary from a current or past employer(s) stating dates, number of hours worked and ages of children with whom you directly worked in an early childhood classroom or Colorado Department of Human Services letter stating that director qualifications for a large child care center have been met.

B. Education - The educational requirements can be met in one of the following ways: *Please Check One*

- [1] Colorado Department of Human Services letter stating that director qualifications for a large child care center have been met.
- [2] 24 semester credits in the following: introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\human relations (eight 3-credit courses).
- [3] Verifiable 80% competency rate on the Advanced Credential Challenge Test that covers Level 1 and Level 2 Core Standards
- [4] Level 1 Credential **and** verifiable 80% competency rate on the Basic Credential Challenge Test that covers Level 1 Core Standards **and** 18 semester credits in the following: child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\human relations (six 3-credit courses). An example follows: a CDA and 80% on the Basic Credential Challenge Test and the six courses.

CREDENTIAL RENEWAL

1. Before current credential expires, the following is required for renewal:
 - A minimum of 6 semester credit hours from a regionally accredited college or university in early childhood or a subject related to the operation of a child care facility.
2. The Level II Credential is valid for five years and is renewable.

All credited training must be from a regionally accredited college or university with a grade of "C" or better for both the original credential and renewal. Official transcripts must be mailed directly from the college or university to be considered.

LEVEL III CREDENTIAL

Indicates completion of an associates degree including course work which meets the Level 1 and Level 2 Standards as delineated in Colorado's Core Knowledge and Standards: A Guide for Early Childhood Professional Development. This is equivalent to Colorado Community Colleges' eight core early childhood education courses, which includes introduction to early childhood education; introductions to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration/human relations.

Level III Credentials, issued after June 30, 2005, in most cases will be accepted by the Colorado Department of Human Services as meeting the requirements for director qualifications of a large child care center, once a director qualification application has been processed. Information and application forms regarding the process for large center director qualifications are available from the Colorado Department of Human Services, Division of Child Care web site at www.cdhs.state.co.us/childcare/pro_development.htm, or by calling the Division at 303-866-5958.

REQUIREMENTS

A. Experience – Documentation must be provided of at least 2,730 clock hours of supervised and/or paid occupational experience in a licensed child care center, an early childhood public school program, or a Head Start/Early Head Start program. Up to 1,365 hours of experience in a licensed family child care home or school age program can count towards the 2,730 hours. See page 5 for Conversion of Experience.

Documentation for family child care providers must be a copy of the Colorado Department of Human Services license with a letter indicating number of years in operation.

Documentation for providers working in a center must be a signed letter(s) on business stationery from a current or past employer(s) stating dates, numbers of hours worked and ages of children with whom you directly worked in an early childhood classroom or Colorado Department of Human Services letter stating that director qualifications are met.

B. Education - The educational requirements can be met in one of the following ways. *Please Check One*

- [1] An associate degree in early childhood education from a regionally accredited college or university which includes the eight core early childhood education courses: introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\human relations
- [2] An associate degree, in a field other than early childhood, from a regionally accredited college and an additional 24 semester credits in: introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\human relations
- [3] An associate degree, in a field other than early childhood, from a regionally accredited college and a Colorado Department of Human Services letter stating that director qualifications for a large child care center have been met
- [4] An associate degree, in a field other than early childhood, from a regionally accredited college and verifiable 80% competency rate on the Advanced Credential Challenge Test that covers Level 1 and Level 2 Core Standards.

CREDENTIAL RENEWAL

1. Before current credential expires, the following is required for renewal:
 - A minimum of 6 semester credit hours from a regionally accredited college or university in early childhood or a subject related to the operation of a child care facility.
2. The Level III Credential is valid for five years and is renewable.

All credited training must be from a regionally accredited college or university with a grade of "C" or better for both the original credential and renewal. Official transcripts must be mailed directly from the college or university to be considered.

LEVEL IV CREDENTIAL

Indicates completion of a bachelors degree including course work which meets the Level 1 and Level 2 Standards as delineated in Colorado's Core Knowledge and Standards: A Guide for Early Childhood Professional Development. This is equivalent to Colorado Community Colleges' eight core early childhood education courses, which includes introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\human relations

Level IV Credentials, issued after June 30, 2005, in most cases will be accepted by the Colorado Department of Human Services as meeting the requirements for director qualifications of a large child care center, once a director qualification application has been processed. Information and application forms regarding the process for large center director qualifications are available from the Colorado Department of Human Services, Division of Child Care web site at www.cdhs.state.co.us/childcare/directorquals_home.htm, or by calling the Division at 303-866-5958.

REQUIREMENTS

A. Experience – Documentation must be provided of at least 1820 clock hours of supervised and/or paid occupational experience in a licensed child care center or an early childhood public school program, or a Head Start/Early Head Start program. Up to 910 hours of experience in a licensed family child care home or school age program can count towards the 1820 hours. See page 5 for Conversion of Experience.

Documentation for family child care providers must be a copy of the Colorado Department of Human Services license with a letter indicating number of years in operation.

Documentation for providers working in a center must be a signed letter(s) on business stationery from a current or past employer(s) stating dates, numbers of hours worked and ages of children with whom you directly worked in an early childhood classroom or Colorado Department of Human Services letter stating that director qualifications for a large child care center have been met.

B. Education - The educational requirements can be met in one of the following ways. *Please Check One*

- [1] A bachelor's degree in early childhood from a regionally accredited college or university
- [2] A bachelor's degree from a regionally accredited college or university and a Colorado teaching license with an endorsement in early childhood
- [3] A bachelor's degree from a regionally accredited college or university and a teaching license from another state with an endorsement in early childhood
- [4] A bachelor's degree from a regionally accredited Colorado college or university which includes transfer credit from Colorado Community Colleges' eight core early childhood education courses: introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health, & safety; administration of an early childhood center; and early childhood administration\human relations.
- [5] A bachelor's degree, in a field other than early childhood, from a regionally accredited college or university which includes 24 semester credit hours in the following: introduction to early childhood education; introduction to early childhood lab; child development; methods and techniques; child guidance; nutrition, health & safety; administration of an early childhood center; and early childhood administration\ human relations
- [6] A bachelors degree from a regionally accredited college or university and a Colorado Department of Human Services letter stating that director qualifications for a large child care center have been met
- [7] A bachelors degree from a regionally accredited college or university and a teaching license in elementary education with 15 credits in the following: early childhood development; early childhood methods and techniques; child guidance; administration of an early childhood center; and early childhood administration\ human relations
- [8] A bachelors degree from a regionally accredited college or university and a teaching license in special education with 15 credits in the following: early childhood development; early childhood methods and techniques; child guidance; administration of an early childhood center; and early childhood administration\human relations
- [9] A bachelors degree from a regionally accredited college or university and verifiable 80% competency rate on the Advanced Credential Challenge Test that covers Level 1 and Level 2 Core Standards

CREDENTIAL RENEWAL

1. Before current credential expires, one of the following is required for renewal:

- A minimum of 6 semester credit hours from a regionally accredited college or university in early childhood or a subject related to the operation of a child care facility or;
- If a valid teaching licensure is held, the on-going professional work required by the license will count for renewal.

2. The Level IV Credential is valid for five years and is renewable.

All credited training must be from a regionally accredited college or university with a grade of "C" or better for both the original credential and renewal. Official transcripts must be mailed directly from the college or university to be considered.

LEVEL V CREDENTIAL

Indicates completion of a masters degree in Early Childhood, Early Childhood Special Education, or closely related field.

Level V Credentials, issued after June 30, 2005, will be accepted by the Colorado Department of Human Services as meeting the requirements for director qualifications of a large child care center, once a director qualification application has been processed. Information and application forms regarding the process for large center director qualifications are available from the Colorado Department of Human Services, Division of Child Care web site at www.cdhs.state.co.us/childcare/directorquals_home.htm, or by calling the Division at 303-866-5958.

REQUIREMENTS

A. Experience – Documentation must be provided of at least 1820 clock hours of supervised and/or paid occupational experience in a licensed child care facility (center or home), an early childhood public school program, or a Head Start\ Early Head Start program, an early intervention program, or home visitation program. See page 5 for Conversion of Experience.

Documentation for family child care providers must be a copy of the Colorado Department of Human Services license and a letter indicating number of years in operation.

Documentation for providers working in a center must be a signed letter(s) on business stationary from a current or past employer(s) stating dates and numbers of hours worked or Colorado Department of Human Services letter stating that director qualifications are met.

B. Education – The educational requirements can be met in one of the following ways. *Please Check One*

- [1] A masters degree in early childhood education or early childhood special education from a regionally accredited college or university
- [2] A masters degree in child development, human development, family studies, or education from a regionally accredited college or university with a minimum of 24 graduate level semester credit hours in early childhood education coursework

CREDENTIAL RENEWAL

1) Before current credential expires, one of the following is required for renewal:

- A minimum of 6 semester credit hours from a regionally accredited college or university relevant to the early childhood profession; or
- If a valid teaching licensure is held, the on-going professional work required by the license will count for renewal; or
- Documented major contribution to the early childhood profession in research or publications and 3 semester credit hours from a regionally accredited college or university relevant to the early childhood profession

2) The Level V Credential is valid for five years and is renewable.

All credited training must be from a regionally accredited college or university with a grade of “C” or better for both the original credential and renewal. Official transcripts must be mailed directly from the college or university to be considered.

LEVEL VI CREDENTIAL

Indicates completion of a doctoral degree in early childhood education, early childhood special education, or closely related field.

Level VI Credentials, issued after June 30, 2005, will be accepted by the Colorado Department of Human Services as meeting the requirements for director qualifications of a large child care center, once a director qualification application has been processed. Information and application forms regarding the process for large center director qualifications are available from the Colorado Department of Human Services, Division of Child Care web site at www.cdhs.state.co.us/childcare/directorquals_home.htm, or by calling the Division at 303-866-5958.

REQUIREMENTS

A. Experience – Documentation must be provided of at least 1820 clock hours of supervised and/or paid occupational experience in a licensed child care facility (center or home), an early childhood public school program, or a Head Start/Early Head Start program, an early intervention program, or home visitation program. See page 5 for Conversion of Experience.

Documentation for family child care providers must be a copy of the Colorado Department of Human Services license indicating number of years in operation.

Documentation for providers working in a center must be a signed letter(s) on business stationery from a current or past employer(s) stating dates and numbers of hours worked or Colorado Department of Human Services letter stating that director qualifications for a large child center have been met.

B. Education

[1] A doctoral degree from an accredited college or university with a total of 60 graduate level semester credit hours in early childhood with documented major contribution to the profession in one or more areas, e.g., research, public policy, administration, advocacy.

CREDENTIAL RENEWAL

1. Before current credential expires, one of the following is required for renewal:

- A minimum of 6 semester credit hours from a regionally accredited college or university relevant to the early childhood profession; or
- If a valid teaching licensure is held, the on-going professional work required by the license will count for renewal; or
- Documented major contribution to the early childhood profession in research or publications and 3 semester credit hours from a regionally accredited college or university relevant to the early childhood profession.

2. The Level VI Credential is valid for five years and is renewable.

All credited training must be from a regionally accredited college or university with a grade of “C” or better for both the original credential and renewal. Official transcripts must be mailed directly from the college or university to be considered.

TRANSCRIPT REQUEST FORM

I am requesting that an official copy of my transcript be sent, **along with this form** to:

**Colorado Office of Professional Development
1580 Logan St.
Suite 310
Denver CO 80203**

I attended _____ from _____ to _____
Print Name of College or University mm/yy mm/yy

My name used when I attended your college or university:

Print: First Name MI Last Name

My current name (if different from above):

Print: First Name MI Last Name

Social Security Number: _____

Student ID Number: _____

Signature _____ Date _____

Students:

College or University:

You need to send this form to the college(s) or universities you attended.

Please return a copy of this form along with the transcript. Thank you.

They will send official copies of your transcripts directly to our office. If you need to order transcripts from more than one college or university, please make copies of this form.