

SECONDARY TO POSTSECONDARY VOCATIONAL CREDENTIAL CONVERSION

Updated 11-3-2014

A high school instructor who happens to be the instructor of record for a concurrent enrollment course must hold a valid postsecondary vocational credential.

Based upon that instructor's secondary CTE endorsement(s), which normally are listed on the CDE teaching license, a postsecondary credential can be issued.

INITIAL Postsecondary Application Process

Submit these documents:

- 1) Copy of valid **secondary teaching license with CTE endorsements**.
- 2) **Cover sheet:** completed and signed by both the instructor and the RRCC supervisor.
- 3) **Initial application form** – only the *first page*. Download the application at:
http://www.coloradostateplan.com/cred_postsecondary_forms.htm
***Instructors who hold a secondary endorsement do not need to provide transcripts or occupational experience verification.*

RENEWING a Postsecondary Credential

Submit these documents:

- 1) Copy of valid **secondary teaching license with CTE endorsements**.
- 2) **Cover sheet:** completed and signed by both the instructor and the RRCC supervisor.
- 3) **Renewal application form** – only the *first page*. Download the application at:
http://www.coloradostateplan.com/cred_postsecondary_forms.htm
***Instructors who hold a secondary endorsement do not need to provide transcripts or occupational experience verification.*

In each case, the postsecondary credential is issued with effective and expiration dates that match the secondary credential.

WHERE and HOW to submit the application

***We accept faxed and emailed applications.*

Send to:

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