

Process to Obtain a Substitute Authorization from the Colorado Department of Education (CDE)

BEFORE you begin!

Set up your COOL eLicensing Account

You *must* have a COOL eLicensing account **before** submitting fingerprints to the CBI, so they can update that account once your fingerprint results are received:

- Create your one, lifetime [COOL](https://cool.randasolutions.com) (cool.randasolutions.com) account under your complete legal name, date of birth and Social Security Number (or tax ID).
- You must have an assigned SSN (or tax ID) in order to establish your account.
- Include a **personal email address** that you check often. They highly recommend that you **do not use** a college or school district email address.

In order to obtain an Authorization from the State of Colorado to be a substitute teacher, you will need to complete 3 steps:

1 – Create your COOL (Colorado Online Licensing) account. This will be the portal to the CDE's website you will use for obtaining an authorization. cool.randasolutions.com

2 - Be fingerprinted through one of the 2 companies listed on the CDE's website and have the results sent to the CDE. You must use the correct Service Code/Unique ID # that matches the location when making your appointment. *Failure to do so may result in the CDE's inability to conduct the background check. You will be required to be reprinted and pay again.* Clearing a background check is mandatory.

www.cde.state.co.us/cdeprof/licensingactvendor - Colorado Department of Education's fingerprinting website - This is the best location to begin the fingerprinting process and you will find Frequently Asked Questions here.

3 – Complete an application with the CDE. You may apply for:

- 5 yr. Substitute Authorization – only available to teachers who have previously held a Professional Teaching License
- 3 yr. Substitute Authorization – only available to individuals who have obtained a Bachelor's Degree

cde.state.co.us/cdeprof/licensure_authorization_landing - Colorado Department of Education's Application

The website for the Colorado Department of Education's is cde.state.co.us.