

# Evaluation worksheet for a postsecondary credential

## For applicants who are teaching full time

---

### To obtain a full time initial credential (valid for 3 years) the following conditions must be met:

1. Completion of a Masters, Bachelors, or Associates degree in a field related to the credential area. Must include adequate technical preparation content to the pathway.
2. Verified, paid occupational experience in the credential area within the last 7 years – except for applicants in the Health Sciences area where experience must be in the past 5 years.  
An applicant with a related Masters degree – 2,000 hours;  
An applicant with a related Bachelors degree – 4,000 hours;  
An applicant with a related Associate’s degree – 6,000 hours

Note: A full time applicant is still eligible for an initial credential in the following cases:

- They have completed a related degree but have less than the required occupational experience.
- They have not completed a related degree but have 4,000 hours of verified, paid, occupational experience in the last 7 years (or 5 years for Health Science).
- They have a current state, national, industry, military, or union license/certification as appropriate for the skill or trade area in lieu of a related degree. And have 4,000 hours of occupational experience directly related to the credential area.

### To move to a full time professional credential (valid for 5 years) the following conditions must be met:

- Completion of CTE in Colorado (EDU 250)
- Completion of Adult Teaching and Learning (EDU 260)

Note: If a full time applicant was issued an initial credential but was still missing a degree or occupational experience they need to complete the missing requirement (degree or occupational experience) in addition to the two EDU courses before a professional credential can be issued. If their credential was issued with a certification/license then a copy of an updated certification/license must be submitted with renewal documentation to continue to serve in place of a related degree.

### To renew to a full time professional credential (valid for 5 years) the following conditions must be met:

- Evidence of 6 semester hours of credit related to the credential area
- Obtain a signature from an administrator at the college where you have been teaching to signify satisfactory performance as an instructor.

Note: Credit can be any combination of transcribed college credit; workshop/seminar time (15 hours = 1 semester hour); or work experience (40 hours = 1 semester hour).

---

## For applicants who are teaching part time

---

### To obtain a part time initial credential (valid for 3 years) the following conditions must be met:

1. The applicant will have an education adequate to carry out, under supervision, the objectives of the program. A high school diploma or G.E.D. certificate is required.
2. Completion of 4,000 hours verified, paid occupational experience in the credential area within the last 7 years – except for applicants in the Health Sciences area where experience must be in the past 5 years.

### To move to a part time professional credential (valid for 5 years) the following conditions must be met:

- Completion of CTE in Colorado (EDU 250), Effective Teaching (EDU 222), or Advanced College Teaching Methods (EDU 266)

### To renew to a part time professional credential (valid for 5 years) the following conditions must be met:

- Obtain a signature from an administrator at the college where you have been teaching to signify satisfactory performance as an instructor.