

# Advanced License/Certification Review Form

## **APPROVAL PROCESS FOR LICENSE**

- 1) Complete the Request for License/Certificate Approval on page 2.
- 2) Meet with your Manager, Supervisor, or Program Specialist in order to ensure that your license/certificate meets the criteria listed. The Manager, Supervisor or Program Specialist must sign the Request Form. If the Manager has the information to verify that all criteria have been met, the Manager may initiate the Request for License/Certificate Approval.
- 3) The Manager, Supervisor or Program Specialist must submit the completed and signed form to HR Connect ([Connect\\_HumanResources@dpsk12.org](mailto:Connect_HumanResources@dpsk12.org)) with subject line "License/Certificate Approval for final review and approval."
- 4) A committee will review submitted requests. Written notification of your request will be sent via e-mail within 2-3 weeks after your request has been submitted.

# Advanced License/Certification Review Form

License or Certification Name:

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- 1) Does the above referenced license exceed the entry level requirements called for by the district and the Colorado Department of Education? \_\_\_\_\_
- 2) Is the above referenced license renewable through a process that may require further demonstration of expertise? \_\_\_\_\_
- 3) Does the above referenced license enhance and be directly related to, aligned with, or supportive of the employee's current role, or temporary assignment covered by the DCTA Bargaining Unit?  
\_\_\_\_\_
- 4) Does the above referenced license require documented or supervised practical experience or reflective practice verified by the licensing agency? \_\_\_\_\_
- 5) Does the above referenced license require passing an examination that demands rigorous content knowledge? \_\_\_\_\_
- 6) Does the above referenced license require demonstration of results by exceeding national benchmarks for performance set by the licensing agency? \_\_\_\_\_

Please submit evidence for the above assertions.

***The above license/certification meets the above criteria and should be designated an "advanced license".***

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Applicant Signature

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Date

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Manager Signature

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Date