



## Application Procedures for Initial Principal Licensure

When you have completed all required coursework for the Initial Principal License, you can begin the process of application through the Colorado Department of Education (CDE) - <http://www.cde.state.co.us>. Please note that as CDE refines the on-line process, some procedures listed below may change and will be updated on their website.

### Approved Program Verification Form

Please print the Approved Program Verification Form (see instructions above), complete the top application of the verification form and email it to me. When the verification form is completed at UNC, it will be returned to you by email. Our first meeting will be for contacting you.

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Student Information Form  
Please complete and include the Student Information Form and use it to

PRAXIS Score Report  
Please email a copy of your PRAXIS score report to me.

Starting and Submitting Application to CDE  
As soon as you receive the complete PRAXIS score report and Colorado identification number, please submit your application to CDE.

In summary, at the end of the semester you will submit to me the Approved Program Verification Form, Student Information Form, and a copy of your Principal PRAXIS score report.

Please feel free to contact me with any questions. Email is the best way to reach me.

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