



# ERR Financial Assistance Application Guidance

## When to Complete the Application

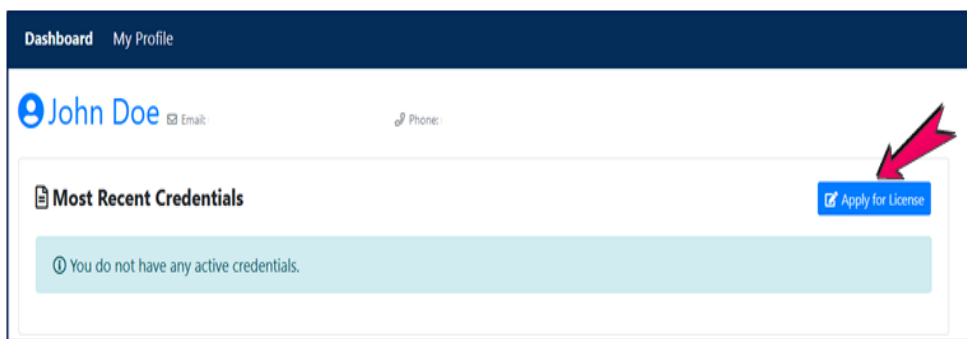
The purpose of Educator Recruitment and Retention (ERR) program application is to receive financial assistance toward a program participant's educator preparation program tuition costs in an amount up to \$10,000. Program participants must commit to teach in a [shortage area](#) for three years as a condition of receiving this financial assistance. As an applicant, you must already be enrolled in either an alternative or traditional educator preparation program or courses to advance an initial CTE authorization to a professional CTE authorization. You must be enrolled in the academic year for which you are seeking financial assistance. Only current and future academic year program fees can be covered. The application will be open during the following windows in the 2024-25 academic year:

1. July 1, 2024 through September 30, 2024
2. December 2, 2024 through February 28, 2025

Applications are processed on a first come, first served basis. So, applying as early as possible is important as funds do run out each year.

## How to Complete the Application

The application is accessed in the COOL system. You must have a COOL account to access the application. If you have not yet created a COOL account, click [here](#) for registration instructions. Once you have registered your COOL account, [log in](#) to access the application. Once logged in, click "Apply for License" from the Dashboard. Scroll down to the list of applications and click "Apply" next to ERR Financial Assistance application.



## Eligibility

To be eligible for financial assistance, applicants must be enrolled in a [Colorado approved educator preparation program \(EPP\)](#) meet one of the following criteria:

- Earned Bachelor's degree and secured employment as an alternative teacher or TEE educator in a rural or small rural district
- Currently employed as a paraprofessional
- Secured employment as a CTE instructor in a rural or small rural district and meets CTE requirements

**Applying for a new license or authorization?**  
Select the "apply" button in the appropriate category below. Applications for any of Colorado's 12 authorizations may be accessed further below.

Teacher	Principal	Administrator	Special Services
<b>Licensed Teacher</b> For first-time or "first time in Colorado" teachers. <a href="#">Apply - Teacher</a>	<b>Principal</b> For first-time principals, assistant principals and district-level leaders. <a href="#">Apply - Principal</a>	<b>Administrator</b> For first-time district-level administrators (superintendents) and directors of gifted or special education. <a href="#">Apply - Administrator</a>	<b>Special Services</b> For first-time school audiologists, counselors, nurses, occupational therapists, orientation/mobility specialists, physical therapists, psychologists, social workers and SLPs. <a href="#">Apply - Special Services</a>
<b>Substitute Teacher</b> Apply to be a substitute teacher for 1, 3, or 5 years. <a href="#">Apply - Substitute</a>			
<b>Alternative Teacher</b> For participation in Colorado alternative teacher programs. <a href="#">Apply - Alternative</a>			

**You may also be interested in the following authorizations.**  
Authorizations provide more specific scope of credentialing by expertise or circumstances.

Add a Designation	<a href="#">Apply</a>
Adjunct Instructor Authorization	<a href="#">Apply</a>
Adult Basic Education Authorization	<a href="#">Apply</a>
Alternative Teacher License	<a href="#">Apply</a>
Career and Technical Education (CTE) Authorization	<a href="#">Apply</a>
Educational Interpreter Authorization	<a href="#">Apply</a>
Emergency Authorization	<a href="#">Apply</a>
<b>ERR Financial Assistance</b>	<a href="#">Apply</a>
Exchange Educator Interim Authorization	<a href="#">Apply</a>

## Documentation and Information You Will Need

1. Verification of enrollment in a [Colorado approved educator preparation program](#)\*
2. Verification of relevant employment\*
3. Completed [Program Cost Demonstration Form](#)
4. Contact person at your preparation program and district (this is who should be notified of your award)

\*These items can be satisfied through the SOA for alternative licensed teachers or TEE verification form for TEE authorized educators.

**\*\*Please pay close attention to each question. CDE is not able to edit any of your responses after you submit your application. Some errors will require submission of a new application.\*\***

## What to Expect After Submitting Your Application

CDE will review and respond to your application within 30 days. If additional information is needed, you will receive an email from the COOL system notifying you to log in and view the request. You will receive an automated message from the COOL system when your application is approved. Once the application window has closed, you will receive an email confirming the amount of your award. After each application window closes, CDE will send a Grant Award Letter (GAL) to EPPs with a list of awardees from that window and instructions for invoicing CDE for payment. It can take 8-12 weeks after the application window closes for all payments to arrive. Status updates will be posted on the website regularly.