



Educator Recruitment and Retention (ERR) Financial Assistance Program

Guidance for Colorado Educator Preparation Programs (EPPs)

What is it?

Under this program, qualified program applicants can apply for up to \$10,000 in one-time financial assistance toward their educator preparation program costs if they commit to teaching in an [educator shortage area](#) for three years.

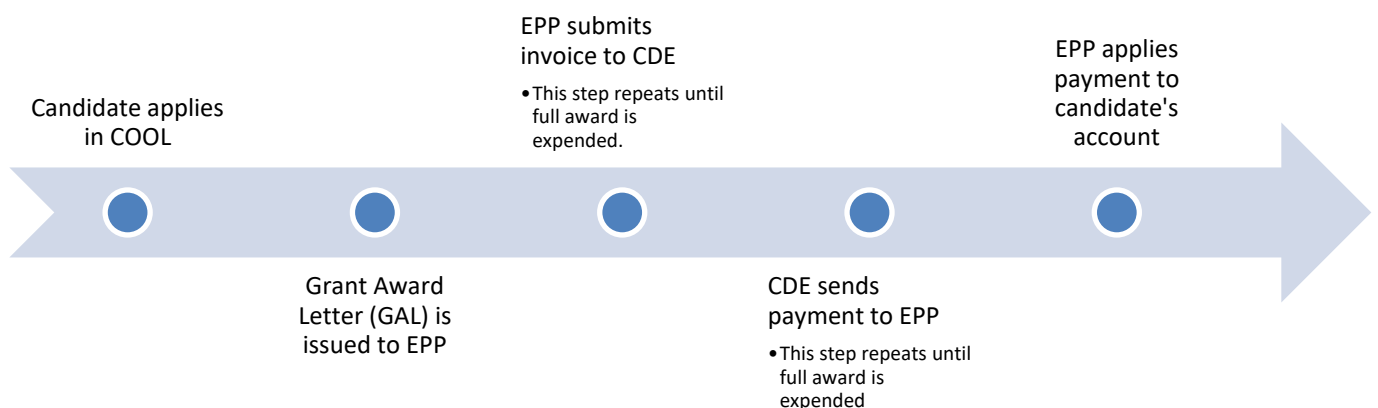
Who is eligible?

Applicants can meet eligibility criteria for the program by first being enrolled in a Colorado-approved traditional or alternative educator preparation program (EPP) (or institute of higher education for applicants pursuing a CTE credential) and then through three different pathways:

1. Has an earned bachelor's or higher degree from a regionally accredited college or university and has secured employment as an alternative teacher or temporary educator eligibility (TEE) educator in [educator shortage area](#); or
2. Is currently employed as a paraprofessional; or
3. Has secured a position as a CTE instructor in a rural or small rural district and meets state CTE requirements

Recipients must commit to serve in an [educator shortage area](#) in a Colorado public school for three years as a condition of receiving the award.

What does the award process look like?



Awards made to candidates whose program fees/tuition is billed in increments rather than one lump sum are referred to as ongoing awards. Invoices for these awards must be submitted to CDE as the candidate incurs fees/tuition. CDE will send remaining balance reminders to applicable EPP contacts and invoices for these awards will be

accepted during designated windows. Below are the windows scheduled for 2024-25.

- The application will be open during the following windows:
 - July 1 through September 30, 2024 (window 1)
 - December 2, 2024 through February 28, 2025 (window 2)
- CDE will issue Grant Award Letters (GALs) to EPPs for newly awarded candidates in October 2024 and March 2025.
- **Invoices for new awards** may be submitted any time between when the GAL is issued and the due dates listed below and must be submitted through the [online portal](#):
 - window 1: no later than November 29, 2024.
 - Payments will be processed in December.
 - window 2: no later than April 30, 2025.
 - Payments will be processed in May.
- CDE will send remaining balance reminders for ongoing awards to EPPs in August 2024 and February 2025.
 - EPPs will be asked to provide any applicable updates or changes via a Google sheet provided by CDE.
- **Invoices for ongoing awards** may be submitted via the [online portal](#) during the following windows:
 - September 1 through 30, 2024
 - Payments will be processed in October.
 - March 1 through 31, 2025
 - Payments will be processed in April.
 - Summer tuition may be included on these invoices if a bill has been issued to the student. Otherwise, summer tuition can be invoiced when the portal opens again in the fall.

Invoicing Tips

- Invoices must include the following details:
 - Invoice number
 - Grant number: 3280
 - General description of what is to be paid, such as “program fees” or “tuition charges” with each applicable individual’s name and the amount to be paid listed below the description
 - Please limit the amount of detail you include. Each amount listed must be attributed to only one person. Including details regarding specific courses/PD activities, materials, etc. will slow down the process.
 - Semesters included/covered by the charges being invoiced for each individual
- It is recommended that one invoice be submitted for all applicable candidates with supporting documentation for each attached as one file.
 - Submitting separate invoices for individual candidates will slow down the process.
- Before CDE can issue payment, the institution must have an active vendor packet on file with CDE. This includes a completed W9.

Payment Information

- Payment will be sent directly to the EPP as an EFT with a line to the accounting unit that includes the invoice and grant numbers.

- EPPs can invoice CDE without having received payment from the candidate. If the candidate or district has already paid the EPP, a refund should be issued to the candidate or district upon receipt of payment from CDE.
- Payments will be processed after the applicable submission window closes and can take up to four weeks to reach the recipient entity.

How Can I Stay Updated on Program News?

The [program webpage](#) will be updated regularly and will always have the most current information. Periodic updates will also be sent via the Educator Talent News e-newsletter. You can view past issues and subscribe [here](#). Updates regarding specific awards will be sent directly to EPP program contacts. To ensure your program receives these in a timely manner, remember to update CDE about any changes to points of contact [via email](#).