



**Office of Gifted Education
Universal Screening and Qualified Personnel Grant (USQP)**

Instructions for Gifted Education Personnel Working Toward an Endorsement

The CDE Office of Gifted Education requires the Administrative Unit (AU) to submit this form with the USQP application when seeking to use USQP grant funds to staff a gifted education position with an educator with an existing Colorado teaching license who is working towards an endorsement or higher degree in gifted education but who is not yet qualified. According to ECEA Rule a, “qualified personnel” or “qualified person” means a licensed, content endorsed educator who also has an endorsement or higher degree in gifted education; or who is working toward an endorsement or higher degree in gifted education [12.01(26)]. **Please note:** The candidate for the Qualified Personnel Grant must have an existing Colorado teaching license.

1. The AU and candidate must file with their USQP grant application a plan for how the educator will work towards being endorsed. The *Educator Plan for USQP Qualification* can be found on the Colorado Department of Education (CDE) Gifted website with grant information. This form should be completed and returned to the CDE Office of Gifted Education as an addendum to the USQP Grant Application.
2. The educator is required to become qualified in gifted education within 3 years of date of hire using the appropriate pathways that will satisfy the requirements which include:
 - a. Working towards an endorsement or higher degree in gifted education with documented evidence from an accepted, regionally accredited college or university indicating completion of 24 semester hours of coursework that meets the minimum requirement in each of the areas listed on the CDE website for [Endorsement Requirements in Gifted Education](#). This may include a maximum of six semester hours of documented professional development or work experience.
 - b. PRAXIS in Gifted Education #5358 score of 157 or higher
3. Annual progress towards endorsement requirements will be monitored by CDE staff to ensure compliance with grant expenditures. As part of the USQP Grant application process for subsequent years, the educator working towards endorsement will submit the *Progress Towards Endorsement* document with the grant application each year after the initial Educator Plan is received and approved for up to 3 years.

Office of Gifted Education USQP: Qualified Personnel



Educator Plan for USQP Qualification

Please have the non-qualified candidate complete this form and return as an addendum with USQP Grant Application.

Educator Name: _____ Other current assignment (if any): _____

Date Plan Submitted: _____ Administrative Unit: _____

Educator Phone: _____ Supervisor Name: _____

Educator's Signature: _____ Supervisor Signature: _____

Supervisor Phone: _____

Gifted Education Qualified Personnel Plan			Timeline												
<p>List the steps that will be taken to complete endorsement requirements.** List endorsement and/or appropriate professional development courses and work experiences completed to date.</p> <table border="1"> <thead> <tr> <th>Title of College or University Course</th> <th>Hours</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td rowspan="4"> *An educator may combine academic semester credits (minimum 18 semester hours) with up to 6 credit hours equivalent to either relevant work experience or professional development. (1 credit= 15 hours) See licensing link above for specifics. </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> Work Experience and/or Professional Development Courses: </td> <td> </td> </tr> </tbody> </table>			Title of College or University Course	Hours	Notes			*An educator may combine academic semester credits (minimum 18 semester hours) with up to 6 credit hours equivalent to either relevant work experience or professional development. (1 credit= 15 hours) See licensing link above for specifics.					Work Experience and/or Professional Development Courses:		<p>State the date each portion will be completed.</p> <p>PRAXIS Date: _____</p> <p>PRAXIS Score: _____</p> <p>Personnel Plan Completion Date: _____</p>
Title of College or University Course	Hours	Notes													
		*An educator may combine academic semester credits (minimum 18 semester hours) with up to 6 credit hours equivalent to either relevant work experience or professional development. (1 credit= 15 hours) See licensing link above for specifics.													
Work Experience and/or Professional Development Courses:															
<p>PRAXIS in Gifted Education</p> <p><input type="checkbox"/> Already taken and passed</p> <p><input type="checkbox"/> Have yet to take</p> <p><input type="checkbox"/> **Request a waiver for the CDE Director of Gifted Education for an experience review in lieu of coursework.</p>															



Progress Toward Endorsement Report

Educator Name: _____ **Date:** _____ **AU:** _____

Progress Report

Identify the coursework that has been completed this year.

Coursework completed:

Title of Course	Hours	Name of Institution/College/University	Date of Completion

For internal CDE office use only

Annual Review by CDE Office of Gifted Education:

Date:
Date:
Date:

- PRAXIS in Gifted Education
- Already taken and passed
 - Have yet to take

All parts of the plan for endorsement completed:

- No
- Yes Date: _____ Institution: _____

Comments:

Date: _____ **Signature:** _____

Comments:

Date: _____ **Signature:** _____

Comments:

Date: _____ **Signature:** _____