

**PROFESSIONAL STAFF LICENSING AND CREDENTIALING REQUIREMENTS**

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**Employment - License Requirement**

A Board of Education shall not enter into a contract with any person as a teacher, except in a junior college district or in an adult education program, unless such person holds or is entitled to hold an educator's license or letter of authorization issued in the manner prescribed by law.

**Services - Disbursements**

No order or warrant for the disbursement of school district moneys shall be drawn in favor of any person for services as a teacher, except for services performed for a junior college district or in an adult education program, unless such person holds or is entitled to hold a valid educator's license, letter of authorization or written authorization from the Department of Education. Such license or authorization shall be duly registered in the administrative office of the school district wherein the services are to be rendered. A teacher shall hold a valid license or letter of authorization or shall have an application for such license or authorization in process at the Colorado Department of Education during all periods of employment by a school district. Any person who performs services as a teacher without possessing a valid educator's license or letter of authorization or without having an application for such license or authorization in process at the Colorado Department of Education shall forfeit all claim to compensation out of school district monies for the time during which services are performed without such license, letter or written authorization.

**Qualifications - Licensed Administrators**

All licensed administrators shall hold the required degree from an accredited institution of higher education.

All building and district licensed administrators shall hold an appropriate Colorado license with the appropriate endorsement, as required by law, or prescribed by the district.

All building administrators must have previous teaching experiencing. The Superintendent of Schools may designate other positions for which the incumbent must have previous teaching experience.

Exceptions to these minimum qualifications for administrators may be made by the Superintendent of Schools:

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**AURORA PUBLIC SCHOOLS**  
**Adopted November 1983**  
**Revised September 1998**  
**Revised November 2007**

**APS Code: GCFC**

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- a. For applicants who lack the required professional license and/or degree, but who are pursuing a program leading to its completion; and/or
- b. When a position warrants special expertise, the district may request the Colorado Department of Education to issue the applicant emergency authorization.

LEGAL REFS.: C.R.S. 22-63-103  
C.R.S. 22-63-104