



As part of your Level III Coaching Credential, 4 Reference Forms must be submitted; this includes two Reference Forms from professional colleagues familiar with your work as a coach and two Reference Forms from recent or current coachees.

Reference Form Instructions

1. All Level III applicants must provide the Professional Reference Form to two professional colleagues and the Coachee Reference Forms to two coachees and request that they complete and submit the form to CDE. Sample letters are included in the application materials that you may use to give to your professional colleagues and coachees to make this request.
2. Reference Forms can be completed electronically by entering information into the fillable form areas of the pdf document. The document can then be saved to a computer and submitted through email. If that is not possible, a copy may be printed, completed, and then either scanned to submit via email or a hard copy can be mailed.
3. Completed Reference Forms must be submitted to CDE directly from the person completing the form. **Completed Reference Forms should not be sent to the applicant to be included in the application.** Electronic Reference Forms can be sent via email to rogers_m@cde.state.co.us. Hard copy Reference Forms submitted via email must be sent to (applicants should provide a stamped, addressed envelope to the person completing the reference form):

*Megan Rogers
Colorado Department of Education
Early Childhood Professional Development Team
201 E. Colfax, room #106
Denver, CO 80203*

Reference Form Scoring

References will receive credit toward a credential if they meet the following criteria:

1. All 4 required references submitted.
2. No score on an individual rated question lower than a 3 on any of the 4 references.
3. An average score of at least 4.5 on the rated items on each reference.

If there are more than 14 items rated “NA” across all 4 references, the Applicant will be required to submit a 5th reference.

The questions related to the basis of the Reference’s ratings and any additional comments will not be included in scoring at this time.