

Reference Form Instructions and Scoring



As part of your Level I application, 2 Reference Forms must be submitted; one Reference Form from a recent or current supervisor and one Reference Form from a peer colleague. Family Child Care providers may submit a Reference Form from a recent or currently enrolled family.

Reference Form Instructions

1. All Level I applicants must provide the Level I Reference Form to one recent or current supervisor (or current or recently enrolled family for Family Child Care providers) and to one peer colleague and request that they complete and submit the form. Sample letters are included with the application that the applicant may use 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 by mail 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. Both required references submitted.
3. An average score of at least 4 on the rated items on each reference.

If more than three items are rated “NA” on either of the references, the Applicant will be asked to submit a 3rd 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.