


Non-Licensed  
Teachers  
READ training  
evidence  
designation  
submission  
instructions



Wilyyn Webb  
Charter School Institute  
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**Step One:** Go to this link  
& click Submit Your  
Information

<http://www.cde.state.co.us/coloradoliteracy/readactdesignation>

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## Non-Licensed Teachers

A non-licensed teacher is a teacher who is responsible for classroom instruction, but does not hold a Colorado Teaching License. A non-licensed educator might be a teacher, administrator or support staff in a K-12 school system. The purpose of this form is to collect contact information of non-licensed teachers, so that an email can be sent requesting documentation of meeting the READ Act requirements. The email conversation will be conducted on a secure email server to protect personal identifiable information (PII).

Please submit the requested information ([Google form](#) and evidence of meeting the READ Act teacher training requirements) by **August 15, 2022**.

### How the non-licensed teachers evidence submission process will work:

Step 1: submit requested information to the [Google form](#)  
Step 2: receive directions from CDE via email on how to submit evidence of meeting the READ Act teacher training requirements

[Evidence Required for Each Pathway](#)

[Click Here to Submit Your Information](#)

# Step Two:

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- Complete the Google Form and Submit

## Non-Licensed Teachers Information Request Email (NOT for Paraprofessionals)

A non-licensed teacher is a teacher who is responsible for classroom instruction, but does not hold a Colorado Teaching License. A non-licensed educator might be a teacher, administrator or support staff in a K-12 school system. The purpose of this form is to collect contact information of non-licensed teachers, so that an email can be sent requesting documentation of meeting the READ Act requirements. The email conversation will be conducted on a secure email server to protect personal identifiable information (PII).

How the process will work:

Step 1: submit requested information to this Google form

Step 2: receive directions from CDE via email on how to submit evidence of meeting the READ Act teacher training requirements



willynwebb@csi.state.co.us (not shared) [Switch account](#)



\* Required

# Step Three:

Watch for an email from CDE  
(it may take a couple of days)

**From:** Data, ReadAct

**Expires:** 8/22/22, 11:59:59 PM MDT

You have been sent a Secure Delivery. To access this delivery, you will need to set up a Secure File Transfer (SFT) account before clicking on the View delivery button below. Once you have created an SFT account, you will be able to access the instructions and materials you'll need to finalize the K-3 READ Act Teacher training evidence of completion submission process.

All data and files must be shared using a Secure File Transfer Account. If you have not done so already, please set up a Secure File Transfer account. [Detailed directions can be found here.](#)

Partial data or incomplete submissions cannot be processed. Please refer to the [Required Evidence of Completion guidelines](#) to ensure you are attaching CDE-approved Evidence of Completion file(s).

Access to this secure delivery expires on 08/22/2022.

If you have already received confirmation of your completed submission via the SFT process, please disregard this email.

Thank you,  
READ Act Data Team

[View delivery](#)

If you want more detail or to  
print instructions  
Click the link below for the  
Submission Guide

[https://drive.google.com/file/d/1fRXbLJEw37kC5FKYVTi\\_yB06odhaI50V/view](https://drive.google.com/file/d/1fRXbLJEw37kC5FKYVTi_yB06odhaI50V/view)

# Step Four: Register



**COLORADO**  
Department of Education

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username  
Already registered? Visit the [Account activation](#) page or click [here](#) to have the activation email resent to you.

For LDAP or Active Directory users, [click here to sign in using your network username and password.](#)

**Email address\***

**Confirm email address\***


**Name**

**Display as\***

**Mobile phone**

**Password\***

**Confirm password\***

**Image verification\***  I'm not a robot   
reCAPTCHA  
Privacy - Terms

\* Required fields

[Register](#)



**COLORADO**  
Department of Education

User Registration

Thank you for registering! A message has been sent to your email. Please follow the instructions in the email to activate your account.

# Step Five: Open the email that comes after registering...

Dear Willyn Webb,

Thank you for registering for an account. To activate your account, click on the button below.

[Activate account](#)

If you are having problems with the button above copy and paste the following link to your browser and manually enter your username and activation code.

<https://transfer.cde.state.co.us/bds/Activate.do>

Your username is: `willynwebb@csi.state.co.us`

Your activation code is: 92703082

Note: This email was sent from an address that cannot accept incoming emails. Please do not reply to this message.

# Step Six: Click Activate and Get this Screen



**COLORADO**  
Department of Education

You have successfully activated your account

## **Secure File Transfer Server**

CDE projects increasingly require the use of data for which there are strict access requirements. To address this need, the CDE Secure File Transfer Server has been designed to provide a means to securely transfer sensitive data files. It meets the needs of CDE staff that send and receive sensitive data to and from external clients and collaborators. The server provides strictly controlled access to data.

## **Acceptable Use**

By registering on this site, users of the CDE Secure File Transfer Server consent to the terms of acceptable use as laid out in this statement.

All user activity is logged and monitored by CDE system administrators. Individuals using this system in excess of their authority or for purposes other than secure document transfer are subject to having all their services revoked and being reported to CDE executive leadership. Any illegal activities may be



# Step Seven: Follow the steps in the Secure File Transfer User Instructions Link

- [https://transfer.cde.state.co.us/CDE\\_SFTS\\_Instructions.pdf](https://transfer.cde.state.co.us/CDE_SFTS_Instructions.pdf)
- Follow the instructions to upload the evidence (certificate, transcript, etc) of completion of the training
- Follow all steps carefully
- You should get this message when you are complete.



# Questions...

- Contact [willynwebb@csi.state.co.us](mailto:willynwebb@csi.state.co.us)
- 303-532-6262