Cooperating Teacher Credit Option

If you are a Cooperating Teacher currently hosting a student teacher from CSU Pueblo, and you are interested in receiving credit, this document provides information to help you in this process. Did you know that Cooperating Teachers can get from 1-3 credits for hosting a student teacher? You get to choose how many credits you want, and those credits are $55 each. If you are interested, follow these steps:

1. Register for the course (ED 500) here: https://csupueblo-extendedstudies.formstack.com/forms/tep_other.
   a. On the form, you should indicate that you have a bachelor's degree, then select the term. For example, pick the semester, year, and the code (Spring is 10, Summer is 60, and Fall is 90). Here is an example of what you would select, "Spring 202410."
   b. Next, select "Teacher Education-CSUP" for the provider. You will then fill out all the necessary information on the document and select the course you want from the menu toward the bottom of the form. It will be one of the first three options depending on how many credits you want.
2. Pay for your credits. To do that, you have a couple options.
   a. Go to https://secure.colorado.gov/payment/puebloextendedstudies and pay with a credit card.
      i. Select "Teacher Education Program" for the Service Type box.
      ii. Put in your NetID and "School of Education" for the Provider. If you do not know your NetID, please put down your 6-digit birthday. That will help our team process your request.
      iii. Put the total amount to be charged in the Price box (some multiple of $55 but showing dollars and cents: e.g. 55.00).
   b. You can also call Skyler Gutierrez in Extended Studies (719-549-2309) and pay over the phone.
   c. Go to the Cashier's cage in the Administration Building on campus and pay there.
      i. Let them know it is for a course through Extended Studies.
      ii. If you pay in cash at the Cashier's cage, you will avoid any transaction fees.
      iii. The Cashier needs to know what you are paying for so that they can deposit it in the right place, etc. If you have any further questions, please feel free to call the School of Education at Colorado State University Pueblo.
3. After the grade has been submitted at the end of the term, you can request a transcript from CSU Pueblo in two ways.
   a. Your PAWS account: https://paws.aisweb.csupueblo.edu/login.
   b. Through Parchment: https://www.parchment.com/u/registration/34174/account.

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