



ECE Educators

Loan Forgiveness Application Instructions

Checklist of Needed Items for the Application

- [Work Details](#)
- [Employment Verification PDF/JPG](#)
- [Education Details](#)
- [Basic Loan Details](#)
- [PDIS Username](#)

Work Info

- **Name and address** of the childcare center where you are employed.
- **CO License # of Childcare center** you are employed at (if applicable)
 - You can find this number by looking up your center here:
<https://www.coloradoshines.com/search> under Find a Program> Details

Employment Verification PDF/JPG

[Employment verification PDF](#):

https://cdhe.colorado.gov/sites/highered/files/documents/Employee%20Verification_COLoanForgivenessFillable%20Form2022_23_0.pdf must be filled out by your employer (HR professional, director, principal) and uploaded by you in PDF form to the application.

Education Details

What school did you attend when training in your field?

- Provide Federal School Code OR name of College, Address, City and State

Basic Loan Details

Please be prepared to answer the following questions:

- Do you have Federal Student Loans in your name?
- How much do your relevant loans currently amount to?

Don't know who services your loans? Visit: <https://studentaid.gov/manage-loans/repayment/servicers>



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PDIS Username

You must be registered with PDIS (FREE) to apply for this program. Be prepared to share your PDIS **username**.

- If you are not yet registered, you can do so here (FREE):
<https://www.coloradoshinespdis.com/s/login/>
- Note: The username will always be in the format of email, but it is not necessarily a valid email address. For example, erikatest@test.com or erika123@test.org
 - The **USERNAME** is what you use to log into the PDIS system
 - If you are **setting up an account** in PDIS for the first time, you will receive a registration confirmation email that lists the username.
 - If you have an **existing account** but don't remember your sign-in details, you can request a password reset and the username will be listed in the auto-generated email you receive.