

ECE Educators & ECMH Consultants

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 to upload which must be **on letterhead** from the childcare center or ECMH Employer where you are employed and **must** include:

- The programs name, address, phone number, and CO license number (if applicable)
- Verify that the applicant is an employee currently working there
- The average number of hours worked with children each week
- The age group the individual primarily works with
- Must be signed and dated by a director, owner or HR agent of the childcare center/ ECMH Employer

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?
- How much do your relevant loans currently amount to?

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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.