

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 to upload which **must be on letterhead** from the childcare center 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 full time.
- The average number of hours worked with children each week.
- The age group the individual primarily works with
- Signed and dated by a director, owner, or HR agent of the childcare center.

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?

ECE Educators

Loan Forgiveness Application Instructions

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 will 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 do not remember your sign-in details, you can request a password reset and the username will be listed in the auto-generated email you receive.