

CertAlert

DISTRICT ALERT

Connecticut Educator Certification News from
the Connecticut State Department of Education



Updated August 2022

Maintaining Staff Certification

NOTE: The Bureau of Certification will no longer send letters to educators to remind them of their certificate's expiration date. Previously, certification reminder letters were sent to the educator's home address listed in their CECS file approximately three months prior to the expiration date. It is strongly recommended that the district encourage certified staff members to log into their CECS account to check certification status and update contact information at the beginning and middle of the school year. Please share this information with your human resources department.

Electronic Submission of District-Based Applications & Forms

The Bureau has a designated district email address for the electronic submission of district-based applications and forms. To submit forms electronically, please utilize the SDEdistricts.cert@ct.gov email address. To ensure timely receipt, districts should NOT submit forms to the teacher.cert@ct.gov email address. Districts may also utilize the district email address or the designated superintendent's phone lines for additional inquiries. Please allow up to three business days to receive a written response to district inquiries.

Submitting Applications for Temporary Authorizations

Durational Shortage Area Permit OR Substitute Teacher Beyond 40 Days

If the employing district is interested in seeking a temporary authorization for an educator, please submit one type of application form, and allow eligibility to be determined, before submitting additional applications for the same position. If the district needs assistance in selecting the appropriate application, please contact the Bureau to determine which temporary authorization would be most appropriate for the assignment.

If an application for Durational Shortage Area Permit (DSAP) is submitted and the candidate is determined ineligible, the Bureau will notify the district, and at that time, the district may then submit the ED 175 — Extension of Substitute Teacher Authorization Beyond the 40-Day Limit (LTS) application. The Bureau will honor the original application submission date of the DSAP application when processing the LTS authorization.

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Durational Shortage Area Permit (DSAP) [ED 177 Application](#)

- Authorizes service for CT boards of education when applicant is determined to be missing requirements for the endorsement area being taught.
- The application should be for a permanent placement.
- Minimally requires a bachelor's degree from an accredited higher education institution and 12 semester hours of credit in the area to be taught (submit official transcripts).
- Enrollment in an approved preparation program is required (ED 177 Attachment), when an approved program of preparation is required to obtain the actual certificate.
- For those teachers adding an additional endorsement, the ED 177 Attachment is not required, unless an approved program is required to add the cross-endorsement.
- Once the DSAP is approved, the hiring board of education should input the person into the [Educator Data System \(EDS\)](#).
- A person who is issued a DSAP is not enrolled in the TEAM Program.

Substitute Teacher Beyond 40 Days (LTS)

- For any position that will cover more than 40 school days in a school year;
- Requires bachelor's degree and 12 credits in content/subject area;
- District submits an [ED 175](#) application packet, including official transcript(s) and a letter from the district identifying their recruitment efforts to fill the vacant position; and
- Issued for one school year at a time; expiration date is always June 30th of the current school year. To obtain this authorization in a subsequent year, a new application must be submitted for review.

Daily Substitutes Without a Bachelor's Degree

- For any position that does not exceed 40 school days (consecutive or nonconsecutive) in a single school year
- Human Resources personnel responsible for submitting the application must attest that candidate has met the minimum requirements for issuance:
 1. At least 18 years old
 2. High school diploma or equivalent
 3. Experience with school-age children
- [Online form submission](#)
- Upon successful completion of the form, districts can hire appropriately qualified candidates for roles that do not exceed 40 days in the same assignment.
- NOTE: All school districts, schools, and persons considered for employment must adhere to hiring district's policies and procedures, including but not limited to local fingerprinting and background checks for applications, as is required pursuant to Sections 10-221d and 10-222c of the Connecticut General Statutes.

