



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



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SERIES: 2001-2002
CIRCULAR LETTER: C-4

TO: Superintendents of Schools

FROM: Theodore S. Sergi
Commissioner of Education

DATE: August 17, 2001

SUBJECT: Certification Options for Teacher Shortage Areas

While Connecticut and the nation will continue to face teacher shortages in a number of areas, there are legitimate ways that school districts can hire people who do not have an initial, provisional or professional educator certificate. This memorandum summarizes those ways in which you can fill positions. Please contact Hilary E. Freedman, Chief, Bureau of Certification and Professional Development, at 860-713-6708, for more information.

1. Durational Shortage Area Permit (DSAP)

A person with a bachelor's degree and at least 12 semester hours of credit in the shortage area, who has passed the Praxis I Computer-Based Tests (CBT) requirement may be eligible for a DSAP. A DSAP authorizes an individual to serve for a board of education in a shortage area, while completing requirements for certification. The shortage area may be either a state-identified shortage area, or an area in which a particular school district can document that a shortage of certified applicants exists. Application ED 177 and a letter from the superintendent of schools outlining the steps taken to secure an appropriately certified person are required. If appropriately certified people applied, a statement must be included providing the reason these candidates were not suitable for the position. The DSAP applicant is required to enroll in a planned program or the Alternate Route to Certification program, leading to certification in the subject for which the DSAP will be issued. If a DSAP is requested for an applicant who is certified in Connecticut in another area, that person will be required to take course work toward a cross endorsement. The DSAP is issued for one year, and may be reissued two more times upon district request, provided additional course work has been completed.

2. Substitute Teacher Authorizations

a) Less than 40 days in one assignment:

A person who holds a bachelor's degree from an approved institution may serve as a substitute teacher in one district for an entire school year in different assignments without a substitute teacher authorization.

A person without a bachelor's degree may receive a waiver of the bachelor's degree requirement, upon superintendent request for good cause. The person may not serve beyond 40 days in the same assignment. Form ED 174 is required. The Department makes every attempt to review these requests quickly, often within a few days.

b) Forty days or more in one assignment (long-term substitute):

A person, who holds a valid Connecticut teaching certificate, a certificate of eligibility, or a standard or permanent certificate, may serve as a substitute teacher beyond 40 days, provided that the certificate is grade level and subject appropriate.

If a person without a valid certificate for a particular area is going to substitute teach for 40 days or more in your district in the same assignment, you must apply for a "long term" substitute teacher authorization for that school year. The person must have a minimum of 12 semester hours of credit in the area to be taught. Please use Form ED 175. Please note, there are no state rules on your pay of long-term substitutes. Your collective bargaining agreement may or may not determine the salary and benefits you pay long-term substitutes.

3. Temporary Authorization for a Minor Assignment

The minor assignment allows a certified teacher in one area, who has at least 12 credits in another subject, to teach in that subject for no more than two periods a day. The temporary authorization may be granted for one school year and may be reissued for one school year, if additional course work is completed. To request a minor assignment, submit form ED 173.

4. Out-of-State Teachers

Educators, who are certified in other states, must obtain a Connecticut certificate to work in our public schools. An out-of-state applicant may be eligible for a certificate, depending upon previous education and experience. It is important that out-of-state applicants apply to the Bureau so that you can receive accurate information concerning their eligibility for certification. Applicants certified in many other states (but not all) may receive a Connecticut certificate with the closest endorsement which we offer. The certificate holder will have a one-year deferral for Praxis assessments. If you are hiring someone from out-of-state who holds a Connecticut interim certificate which has an assessment deferral, please be aware that the certificate is non-renewable. All assessments must be met by the expiration date of the certificate. Encourage these teachers to sign up for the exams as soon as possible. Praxis I Computer-Based Tests are given at Prometric Candidate Services throughout the state. The general phone number is 800-853-6773. Praxis II is given by the Educational Testing Service (ETS). To contact ETS for registration information, call 609-771-7395 or access their web site at www.teachingandlearning.org. Praxis II is offered six times a year, with no administrations available during the summer.

5. Alternate Route to Certification (ARC) Programs

The Department of Higher Education coordinates two ARC programs, an eight-week summer program, and a weekend program which runs from October – May. For information about these programs, contact James McKenna, Director, at 860-947-1300. The website is www.ctdehe.org.

There also is an alternate route to certification program for school library media specialists which is coordinated by ACES. For information call 203-407-4446, or access their website at www.aces.k12.ct.us. (The link is: Advanced Alternative Program for School Library Media Specialists.)

Plans are underway to expand ARC programs throughout the state, under Department of Higher Education supervision, and State Board of Education approval.

The Bureau of Certification and Professional Development - Customer Service

Priority Requests

Superintendent Priority Requests can expedite the evaluation of a candidate's application packet. If the candidate has not yet applied for certification, it is helpful to have the Priority Request accompany the application packet. The Priority Request Form should only be used for candidates who are finalists for a position in your district. In order for the Bureau to continue to serve the district's needs in a timely fashion, please ensure that the Priority Request Form is not used for teachers applying to move from one level of certification to the next.

Contact Information

Mailing address:

Connecticut State Department of Education
Bureau of Certification and Professional Development
P.O. Box 150471
Hartford, CT 06145-0471

If you are sending something to the office via overnight mail or registered mail, please use our street address: 165 Capitol Avenue, Room 243, Hartford, Connecticut 06106.

Office hours: 8:00 a.m. through 5:00 p.m., Monday through Friday, except holidays. Applicants may pick up forms at the office (Rm. 243 in the State Office Building) and may drop off materials to be evaluated. Certification consultants are not available to meet with applicants who walk in to the office.

General Information Phone Number: 860-713-6969

~~The Interactive Voice Response (IVR) phone system (860-713-6969) provides updated information regarding a candidate's application status, provided you have the individual's social security number. You also receive verification by fax concerning the certificates that an individual holds. The system takes approximately 24-48 hours to update. Therefore, if a certificate was issued on Monday, you should be able to receive faxed verification by Wednesday. Consultants are available to speak to applicants Monday - Friday afternoons from 1:00 p.m. to 5:00 p.m.~~

District Phone Number: 860-713-6770

The district phone line is restricted to superintendents, other designated district officials, and deans of teacher preparation programs. You may call with general questions about certification, to determine the status of pending applications, and to find out about certification requirements for specific positions. The district line is answered daily from 8:00 a.m. to 5:00 p.m.

FAX Number: 860-713-7017

The FAX machine is available 24 hours a day. Please do not FAX applications, official transcripts, experience forms, or college recommendations. You may FAX Priority Request Forms, questions that you would like answered, or course work approvals. You will receive a response to your priority request within a few days.

Web site: www.state.ct.us/sde

The spring and fall issues of the Bureau newsletter focused on hiring certified teachers and administrators. You can access those newsletters from our web site at www.state.ct.us/sde.

You can also link to the Connecticut Regional Application and Placement Program (REAP). REAP's web site www.ctreap.net, posts available positions and allows candidates to apply on-line for teaching, support services, and administrative positions in Connecticut.

E-Mail: teacher.cert@po.state.ct.us