




STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools
Superintendents of Unified School Districts
Directors of Public Charter Schools
Executive Directors of Regional Educational Service Centers
Directors of Approved Private Special Education Programs

FROM: Dr. Miguel A. Cardona, Commissioner of Education 

DATE: December 3, 2020

SUBJECT: Temporary Suspension of Waiver Request Process for Substitutes without a Bachelor's Degree (ED174)

In accordance with Governor Ned Lamont's Executive Order #90, I am writing to provide guidance regarding the temporary suspension of the waiver request process required for the employment of substitutes who do not hold a bachelor's degree.

The following change to Connecticut General Statutes (C.G.S.) Section 10-145 and associated Regulations is effective immediately. C.G.S. Section 10-145 ordinarily requires all substitute teachers to hold a bachelor's degree unless the Commissioner waives this requirement, for good cause shown, upon the request of a superintendent of schools. For the period of the civil preparedness and public health emergency only, and pursuant to the above Executive Order, employers are able to hire candidates who do not hold a bachelor's degree, without obtaining authorization from the Bureau of Educator Standards and Certification, provided such service will not exceed 40 days in the same assignment. In addition, under this temporary suspension period, districts and hiring entities need not submit an Application For Substitute Teacher Authorization For Candidates Who Have Not Completed A Bachelor's Degree (form ED174). All hiring entities must verify that applicants are at least 18 years of age, hold a high school diploma (or equivalent) and can demonstrate experience working with school-age children. Additionally, all current background and employment history check requirements, including those prescribed in C.G.S. Sections 10-221d and 10-222c, are to remain in effect and are unchanged by Executive Order #90.

At this time, the temporary suspension of the waiver process for substitutes without a bachelor's degree will be effective through February 9, 2021. Any substitutes hired under this temporary waiver are eligible to serve for the entirety of the 2020-21 school year.

Please contact Ms. Wendy Harwin, at Wendy.Harwin@ct.gov or 860-578-5299, with any questions.

MAC:cmt

cc: Ms. Charlene Russell-Tucker, Deputy Commissioner of Education
Dr. Shuana Tucker, Chief Talent Officer
Mr. Christopher Todd, Bureau Chief, Talent Office
Ms. Julianne Frost, Education Consultant, Bureau of Educator Standards & Certification
Ms. Wendy Harwin, Education Consultant, Bureau of Educator Standards & Certification