



Flexible Staffing

The employment of appropriately certified or permitted educators remains key to the success of students. To assist districts, certification forms have been adapted to help ensure the timely processing of temporary authorizations. In addition to utilizing certified educators and other bachelor degree holders as daily substitutes, don't forget these three excellent strategies for flexible school staffing.*



Substitute Authorization (No BA/BS)

Minimum Requirements:

- At least 18 years old
- High school diploma or equivalent
- Experience with school-age children

Authorized to serve *no more than 40 days* in the same assignment.

[ED174 Form](#)

Long-Term Substitute Authorization

Minimum Requirements:

- BA/BS
- At least 12 credits in content/area to be taught

Authorized to serve in the same assignment *beyond 40 days*.

[ED175 Form](#)

Durational Shortage Area Permit (DSAP)

Minimum Requirements:

- Valid CT educator certificate in another teaching area or enrollment in a program leading to certification
- At least 12 credits in content/area to be taught

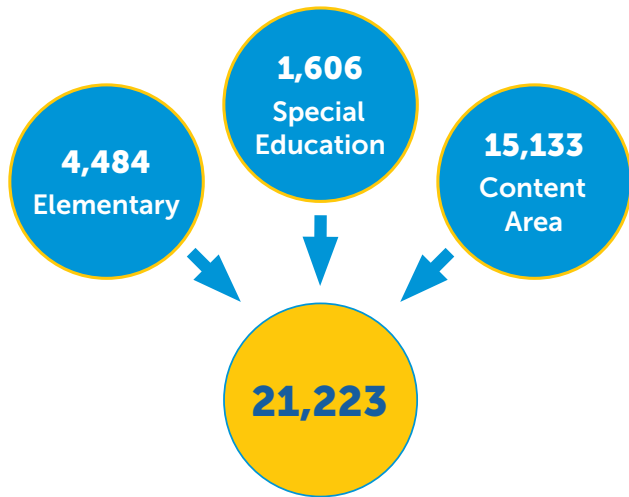
[ED177 Form](#)

* All persons considered for employment must adhere to hiring districts policies and procedures.



EdSight Active Endorsement Tool

Did You Know?



According to Connecticut Educator Certification System (CECS) and Educator Database System (EDS) records, **over 21,000 certified educators** with Connecticut mailing addresses were not working in Connecticut schools during the 2019–20 school year. Let us help you locate them for your staffing needs.

EdSight Active Certificate Search Tool: The CSDE has provided easier access to Connecticut Educator Certification data to assist districts in strategic recruitment and hiring so that students get increased access to the most qualified educators. For additional information, please see the [report handout](#) which provides an overview of this new report or the [EdSight Secure FAQ](#) that answers general questions about the system. Any additional questions can be directed to the EdSight email at EdSight.SDE@ct.gov.

