

CERTIFICATION ALERT

Connecticut Educator Certification News from
the Connecticut State Department of Education



April 2020

Temporary Certification Application Guidance for CT Educator Preparation Providers (EPPs)

The Connecticut State Department of Education (CSDE), in accordance with Gov. Lamont's Executive Orders, has temporarily directed staff to work remotely to the extent possible. As a result, the Bureau of Educator Standards and Certification (BESC) has established a number of temporary procedural flexibilities to support Connecticut's Educator Preparation Provider (EPP) faculty as they assist candidates through the certification process. The following guidance is specifically related to flexibilities based on Commissioner Cardona's March 19th and April 15th memorandums (linked below). We are very pleased to extend the nonrenewable interim certificate to candidates completing Connecticut programs temporarily while testing is unavailable, and to offer temporary methods of submitting applications electronically while staff may be working remotely.

Memorandums

All memorandums related to EPP programs and candidates, including testing and district form processing, can be found on the Bureau of Educator Standards and Certification webpage under the "COVID-19 Updates for Current Educators, Pending Applicants and Districts" heading, at <https://portal.ct.gov/SDE/Certification/Bureau-of-Certification/COVID19-Updates-for-Educators>.

Specific Memorandums related to EPP programs:

- March 19, 2020 — [Temporary Flexibilities – Educator Preparation Programs](#)
- April 15, 2020 — [Temporary Expansion of Three-Year Nonrenewable Interim Certificate Eligibility](#)

ED170A — Application Process for Initial Certification (Including 3-Year Nonrenewable Interim Certificate*)

1. Candidate applies online through the Connecticut Educator Certification System (CECS) and pays \$50 nonrefundable application review fee with a MasterCard, Visa or Discover Card.
2. Recommending EPP completes Excel document, *ED170A_PG.2*, which has been updated to include testing verification. Recommending EPP submits completed *ED170A_PG.2* form to their assigned Bureau liaison.**
3. Once the application is reviewed, the fee balance will be requested.

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**The 3-Year Nonrenewable Interim Certificate is temporarily available to Connecticut candidates who have completed all components of an in-state teacher preparation program except for assessments. This applies to those candidates seeking initial teacher endorsements, including initial endorsement for advanced programs — Intermediate Administration Supervision (092), Remedial Reading and Remedial Language Arts (102), and Reading and Language Arts Consultant (097), if testing is not complete.*

***To reduce redundancy, please make every effort to submit the excel document once late spring/early summer and again late summer/early fall if circumstances have not changed.*

Transcripts

Thank you for taking time to respond to your Bureau liaisons regarding your EPP's ability to provide either official or unofficial transcripts remotely during the pandemic. The ability to provide transcripts varied greatly across Connecticut EPPs. For this reason, the Bureau of Educator Standards & Certification will not require transcripts from applicants enrolled in Connecticut undergraduate and baccalaureate programs leading to a recommendation for an initial teacher certification. We ask that candidates still order official paper transcripts for submission to the Bureau. These transcripts thus will be on file once normal delivery returns, but delivery delays will not prevent processing of applications during this limited time period.

The Bureau highly recommends each institution carefully review candidate transcripts and other records to ensure full program completion, as discrepancies in required coursework may prevent an educator from advancing their certificate or impair their ability to reinstate an expired certificate.

Please note: Candidates currently receiving EPP recommendation for administrative endorsements and special service endorsements must continue to request official graduate transcripts be submitted to the Bureau for verification of statutory credit and degree requirements. While the Bureau will continue to work to support timely processing of applications remotely, these candidates should anticipate a delay in the processing of their certification.

ED 177 — Application Process for Durational Shortage Area Permit (DSAP)

For candidates who will need to complete additional clinical, fieldwork or practicum placements prior to recommendation, the following outlines our temporary procedures for the processing of the ED 177 form for Durational Shortage Area Permit (DSAP). A fillable PDF version of the ED 177 is now available in our forms section under “District Resources”.

1. Candidate completes the first part of the ED 177 (Parts I–III) and forwards to the district.
2. District completes Parts IV–VII of the application and submits the entire ED 177, along with a copy of the applicant's transcript(s). Application packet is submitted directly by the certification officer to: teacher.cert@ct.gov, with “ED 177 District Submission” in the subject line.
3. If the ED 177 Attachment is required, the school district should complete Part A and forward the entire ED 177 Attachment (Parts A–C) to the EPP. The EPP should complete Parts B and C and then send the complete ED 177 Attachment directly to teacher.cert@ct.gov, with “ED 177 Attachment” in the subject line.

It is our hope that the changes described above will assist both Connecticut preparation programs and educators, while still ensuring that all candidates meet statutory and regulatory requirements. Please feel free to contact Christopher Todd at christopher.todd@ct.gov to provide feedback or suggestions for additional ways that we may be helpful during this challenging time.

