

**Make An Educated Choice....  
Read Our Certification Newsletter**



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**Connecticut State Department of Education**

**Issue 11**

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This edition of the Certification Newsletter will focus on clarifying the No Child Left Behind (NCLB) legislation, the compliance report, the new DSAP application, continuation 2004, and other issues of interest to districts and teachers.

Nancy L. Pugliese has just been appointed Bureau Chief for the Bureau of Educator Preparation, Certification, Support and Assessment. Our bureau will now be responsible for educator preparation, certification and BEST.

**No Child Left Behind (NCLB) – New Flexibility:**

Under NCLB, highly qualified teachers must hold at least a bachelor's degree, have full state certification or licensure, and have demonstrated competence in the subject areas to be taught. The law calls for all teachers of core academic subjects to be highly qualified by the end of the 2005-2006 school year. It also requires that all newly hired teachers in Title I schools or programs for economically disadvantaged students be highly qualified immediately.

The U.S. Department of Education very recently released new flexibility provisions under NCLB. The newly announced flexibility may affect the following two groups of teachers in Connecticut:

- Teachers in small, rural and isolated areas – Teachers in eligible, rural districts who are highly qualified in at least one subject will now have three years to become highly qualified in the additional subjects they teach. They must also be provided professional development, intense supervision or structured mentoring to become highly qualified in those additional subjects.
- Current Multi-Subject Teachers – Current teachers do not have to return to school or take a test in every “core academic subject” to demonstrate that they meet highly qualified requirements. NCLB expressly defines “core academic subjects” as “English, reading or language arts, math, science, foreign languages, civics and government, economics, arts, history, and geography.” States may now streamline the evaluation process by developing one alternative method (High, Objective, Uniform State Standard of Evaluation or HOUSSE) for current, multi-subject teachers to demonstrate that they are highly qualified in each of their subjects they teach without being evaluated for each subject through a separate HOUSSE evaluation. (e.g. teachers certified in History/Social Studies can demonstrate that they have content area knowledge in economics, civics and government, history and geography in one HOUSSE evaluation process.)

(2)

Currently, the United States Congress, in the context of the Individuals with Disabilities Education Act (IDEA) reauthorization, is currently considering how the highly qualified teacher provisions of NCLB apply to special education teachers. Existing flexibility concerning special education teachers is to require only special education teachers who provide students with direct instruction in core academic subject areas to demonstrate that they are highly qualified under NCLB. Special education teachers who provide only consultation to highly qualified teachers in adapting curricula, using behavioral supports and interventions or selecting appropriate accommodations, are not required to demonstrate subject-matter competency.

Dr. Betty J. Sternberg, Commissioner of Education, will notify superintendents of schools in writing of any NCLB updates that may impact Connecticut public schools.

### **Continuation of Professional Educator Certificates – 2004:**

The Bureau has begun processing ED 179 applications for continuation of the professional educator certificates due to expire June 30, 2004. We anticipate processing approximately 22,000 applications in total. To date, about 6,700 applications have been processed and new certificates issued. We encourage individuals and districts to submit their applications as soon as possible to avoid the heavy volume of applications expected this summer. While we will make every attempt to issue new certificates prior to July 1, 2004, we can not guarantee this timeline on applications received during the high volume time. Please note that as long as applications are received in our office prior to the certificate expiration date, the certificate will not lapse. Below are some highlights for your information:

- If an applicant has served in multiple districts under their current five year professional educator certificate, they will need to submit Form ED 126: Statement of Professional Experience, appropriately signed, from each district;
- When completing the grid, if an applicant has served in more than one assignment during the validity of their current five year certificate, please list each assignment separately in the column "Position Held";
- When completing the column "Certification Endorsement Required for the Position" in the grid in Part II of the application, in the case where someone holds multiple endorsements, the superintendent's office should enter only that endorsement under which the applicant is serving;
- In the column "Dates of Service" in the same grid, the superintendent's office need only verify an applicant's dates of service for the current five year period of their certificate. We do not require verification of service prior to the current certificate period;
- We are randomly auditing a percentage of all applications. Applicants who are audited must submit appropriate CEU documentation verifying completion of 90 hours of continuing education during the validity of their current five year certificate. Those applicants whose application was submitted in a batch must forward Form ED 126: Statement of Professional Experience, for their superintendent's completion;

(3)

- Individual educators with questions related to CEUs or their certificates should be directed to call the customer service phone line at 860-713-6969, between 1 and 5 p.m. Please do not refer individual educators to the CEU provider line as their call will not be serviced on this line;
- Certificates will be mailed directly to the certificate holder.

For more information or questions, please contact Elisabeth Neiterman or Edwin Anderson at (860)713-6772. To access appropriate application forms, please visit our web site at [www.state.ct.us/sde/cert/tocert.htm](http://www.state.ct.us/sde/cert/tocert.htm).

### **Compliance Report:**

The *compliance report* is made up of a number of documents: a cover letter, The Compliance Survey, The Expired Certificates Report and The Staff File Report along with the District Instruction Sheet, the District Assignment Code List and Certification Endorsement Code List.

The 2003-2004 school year reports are well underway for this year. Please note the few changes intended to expedite the process:

- Kathleen Wedge will be handling certification compliance questions. She may be reached on the superintendents' phone line or by e-mail at [kathleen.wedge@po.state.ct.us](mailto:kathleen.wedge@po.state.ct.us);
- Any staff file corrections/questions should be directed to Barbara Canzonetti at (860) 713-6818, or send an e-mail to [barbara.canzonetti@po.state.ct.us](mailto:barbara.canzonetti@po.state.ct.us).
- We are sending the documentation electronically to all of the Local Education Agencies. If you receive your materials electronically and have an electronic signature, you may respond electronically. Otherwise, you will need to mail your form with an original signature to the bureau; and
- All of the special education programs will be receiving their materials in the mail and are asked to respond by mail.

### **Criminal History Record Check and Fingerprinting:**

In accordance with current statute, any person who is employed by a local board of education (teachers, administrators, special service staff members, teachers aides, custodians, cafeteria employees, etc.) must submit to a state and national criminal history record check within the first **30** days of the date of employment. The only exception is that teachers of adult education, who are not required to hold certification for their positions (non-mandated, general interest programs only), are not required to submit to the criminal history record check unless directed by the employing district. The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person

(4)

holding a certificate, authorization or permit issued by the State Board of Education, the district must notify the Bureau of Educator Preparation, Certification, Support and Assessment. A person may obtain fingerprint packets (including fingerprint cards) and may have their fingerprints taken at a local board of education, a Regional Educational Service Center (RESC), or the State Police Bureau of Identification. People fingerprinted at a RESC can have their fingerprint results shared with local or regional boards of education. A written request by the candidate must be submitted to the RESC indicating where the results should be sent. The following RESCs offer fingerprinting services: ACES, CREC, LEARN, Education Connecticut, and CES. For more information, go to our web site at: [http://www.state.ct.us/sde/dtl/cert/facts01/fact\\_crimhist.htm](http://www.state.ct.us/sde/dtl/cert/facts01/fact_crimhist.htm).

### **Changes to Bilingual Education Certification:**

Effective July 1, 2003, bilingual certificates endorsed for Bilingual Education, Pre-K to 12 (endorsement #009) are no longer issued. Please note that certificates issued prior to July 1, 2003 with endorsement #009 will continue to be valid for teaching any academic subject in grades Pre-K to 12.

Bilingual education is now a dual certification for elementary, middle grades, or secondary academic subjects (with the exception of world languages) and bilingual education. For example, an applicant certified in bilingual elementary education (endorsement #902) may teach bilingual education in a K-6 elementary school program. An applicant certified in bilingual middle grades English (endorsement #966) may only teach bilingual education in a middle school English program, not any other academic subject in a middle school.

For more information on specific planned program, cross endorsement, and assessment requirements for bilingual educators, go to our web site at: <http://www.state.ct.us/sde/dtl/cert/facts01/fact104.htm>

### **Durational Shortage Area Permit (DSAP):**

A Durational Shortage Area Permit (DSAP) may be requested by a superintendent of schools or designee if a position cannot be filled by an appropriately certified applicant. Please note that a request for a DSAP cannot be initiated by an applicant. A DSAP may not be requested for a long-term substitute teaching position. In order to review the request for issuance of a DSAP, the following credentials must be submitted:

- **DSAP application (ED 177) – Parts I-VI**
  1. Applicant must complete Part I: Personal Information, Part II: Educational Background, Part III: Professional Experience, and Part IV: Candidate Attestation.
  2. Superintendent of schools or designee must complete Part V: Employing Agent Request for DSAP, Part VI: Attestation and Signature of Employing Agent, and the Attachment – Part A, if applicable. Please note that the Attachment - Part A is not required if the applicant holds a valid Connecticut educator certificate and is

(5)

completing course work under a DSAP to fulfill requirements for a cross endorsement or if the applicant has completed at least 20 school months of successful teaching experience in the same approved non-public school.

3. **Praxis I PPST or Praxis I (PPST) waiver.** (Not required if the applicant holds a valid Connecticut certificate.)
4. **Official transcripts** showing completion of at least 12 semester hours of credit in the subject for which the DSAP will be issued. (A bachelor's degree transcript must be included if the applicant has never held certification in Connecticut.)
5. **ED 177 – Attachment.** Certification officer or the academic director of the Alternate Route to Certification program must complete Part B-1 or B-2 and Part C, if applicable. Please note that Parts B and C of the Attachment are not required if the applicant holds a valid Connecticut educator certificate and is completing course work under a DSAP to fulfill requirements for a cross endorsement or if the applicant has completed at least 20 school months of successful teaching experience in the same approved non-public school.

PLEASE NOTE: The ED 177 has been revised (rev. 4/03) and can be downloaded from the SDE web site at [http://www.state.ct.us/sde/dtl/cert/certform/ed\\_177\\_dsap.pdf](http://www.state.ct.us/sde/dtl/cert/certform/ed_177_dsap.pdf). Please discard any ED 177's with a revision date of 9/99.

### **New Web Site for Candidates Interested in Becoming a Teacher in Connecticut**

[www.ctcert.org](http://www.ctcert.org) is now available to assist candidates seeking their first Connecticut certificate. On this web site, you can find out about:

- How to Get Certified
- Certification Requirements
- Types of Certificates
- Testing Requirements
- Connecticut Approved Educator Preparation Programs
- Alternate Route to Certification (ARC) Program, and
- An Interactive Questionnaire.

In three easy steps, the Interactive Questionnaire will guide candidates to the credentials and materials he/she will need to submit in order to apply for a Connecticut certificate.

In addition, you will be able to print all the forms you will need to get started on the road to certification.

**New Forms:**

The Bureau has revised most of the applications and forms currently in use. To determine if you have a new form, look in the upper left hand corner for a revision date between April, 2003, and October, 2003. We will continue to accept the old forms dated prior to April, 2003 until September, 2004. However, we would prefer that you throw out any old forms and start to use the revised forms as soon as possible. Revised forms can be downloaded from our web site at: [www.state.ct.us/sde/dtl/cert/tocert.htm](http://www.state.ct.us/sde/dtl/cert/tocert.htm).

**Why Wait on Hold?**

E-mail your questions and requests to: [teacher.cert@po.state.ct.us](mailto:teacher.cert@po.state.ct.us)

Certification forms are available on-line at:  
[www.state.ct.us/sde/dtl/cert/toccert.htm](http://www.state.ct.us/sde/dtl/cert/toccert.htm)

**Useful Websites**

<b>Online Access to Connecticut Government</b>	<b>Web Address</b>
State of Connecticut	<a href="http://www.ct.gov">www.ct.gov</a>
Connecticut State Department of Education	<a href="http://www.state.ct.us/sde">www.state.ct.us/sde</a>
Connecticut Department of Higher Education Alternate Route to Certification Program	<a href="http://www.ctdhe.org/ARC">www.ctdhe.org/ARC</a>
Connecticut Teachers' Retirement Board (TRB)	<a href="http://www.state.ct.us/trb">www.state.ct.us/trb</a>
<b>Certification Tests</b>	
Educational Testing Service (ETS) - PRAXIS Tests	<a href="http://www.ets.org/praxis">www.ets.org/praxis</a>
Language Testing International - The ACTFL Language Testing Office	<a href="http://www.languagetesting.com">www.languagetesting.com</a>
<b>Employment Listings</b>	
Connecticut Regional Education Applicant Placement (CT-REAP)	<a href="http://www.ctreap.net">www.ctreap.net</a>
Connecticut Education Association (CEA)	<a href="http://www.cea.org">www.cea.org</a>