





**PART II: EDUCATIONAL BACKGROUND**

List all education you have completed, including high school, trade-related vocational school and/or other postsecondary schooling.

NAME OF SCHOOL	STATE	DATES ATTENDED		EDUCATION LEVEL COMPLETED (H.S. Diploma, GED, Assoc. Degree)
		From (M/Y)	To (M/Y)	

List **ALL** substitute teaching experience or any other experiences you have had working with school-age children, along with any unique qualifications for the substitute position. (Please attach your resume, or a separate sheet, if necessary.)

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**PART III: APPLICANT ATTESTATION**

I certify that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all of the information given by me is true, complete and accurate. I understand that all application and accompanying information may be verified and that any material misrepresentation, falsification or omission may result in the denial or revocation of my certificate(s), permit(s) or authorization(s).

ORIGINAL SIGNATURE OF APPLICANT:  DATE:

**PART IV: EMPLOYING AGENT INFORMATION AND ATTESTATION**

Signature of Superintendent, Executive Director or designee attesting to the accuracy of information <b>(Original signature, no stamps accepted)</b>	Date
Typed or Printed Name of Person Signing Above	Title
District	Telephone
Street	FAX Number
City, State, Zip Code	E-mail Address

**FOR OFFICE USE ONLY**

The person named on this application  is authorized  is NOT authorized to serve as a substitute teacher for the board of education listed on page 2.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Original Signatures Must Be On Form Submitted*



ED 174  
REV. 12/18  
C.G.S. 10-145, P.A. 11-27  
C.G.S. 10-145d  
Regs. 10-145d-420

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Bureau of Educator Standards and Certification  
P.O. Box 150471  
Hartford, CT 06115-0471  
[www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)

**INSTRUCTIONS TO APPLICATION FOR SUBSTITUTE TEACHER AUTHORIZATION  
FOR CANDIDATES WHO HAVE NOT COMPLETED A BACHELOR'S DEGREE**

**THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET**

List below are the required documents which must be submitted to the Bureau of Educator Standards and Certification to process your request for a Substitute Teacher Authorization for candidates who have NOT completed a bachelor's degree. This authorization will expire on June 30 of the school year during which it was approved.

**Applicant:**

- a. Complete Parts I and II.
- b. Return completed application to the superintendent of schools, executive director or designee.

**Employing Agent:**

- a. Complete Part IV and mail application and supporting documentation to the Bureau of Educator Standards and Certification at the above address.

*Information on this application is subject to disclosure pursuant to the Freedom of Information Act.*