



PART II: EDUCATIONAL BACKGROUND

List higher education institution(s) which you attended. Attach a separate sheet if you need additional space.

NAME OF INSTITUTION	STATE	DATES ATTENDED FROM TO	DEGREE/MAJOR

PART III: ARTISTIC EXPERIENCE

Verification of three years of work experience in the artistic area OR one year experience and two years specialized schooling related to the artistic specialty.

PART IV: PROFESSIONAL EXPERIENCE

Verification of 180 hours of cumulative experience working with children in private or public settings or two years of experience as a full-time faculty member at an institution of higher education.

NOTE: Verification of experience must be on company/institutional letterhead and contain the original signature of the Head of Human Resources or supervisor. An official transcript(s) must be submitted to verify specialized schooling.

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 V: EMPLOYING AGENT REQUEST

(must be an Interdistrict Arts Magnet High School (approved on or before 7-1-09) or Cooperative Arts and Humanities Magnet High School in New Haven)

I hereby request issuance of an Adjunct Instructor Permit for the aforementioned applicant to serve no more than 15 classroom instructional hours per week as indicated below.

Endorsement Area _____ Grade _____ From _____ To _____
 (Month/Day/Year) (Month/Day/Year)

Initial Permit Renewal Permit

 Signature of Superintendent/Exec. Dir./Designee
(Original signature, no stamps accepted)

 Date

 Typed or Printed Name of Person Signing Above

 Title

 Name of Director of Interdistrict Arts Magnet High School or
 Cooperative Arts and Humanities Magnet High School in New Haven

 Telephone Number

 Street

 FAX Number

 City, State, Zip Code

 E-Mail Address





www.ct.gov/sde/cert

INSTRUCTIONS TO APPLICANT FOR ADJUNCT ARTS INSTRUCTOR PERMIT

THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET

Applicant:

- a. Complete Parts I, II, III and IV.
- b. Submit official transcript(s), signed and sealed by the registrar(s). Transcripts must be sent directly from the college/university/specialized school.
- c. Attach verification of Artistic and Professional Work Experience. Verification must be on institutional and/or company letterhead and signed by the Director of Human Resources or supervisor. Specialized schooling must be verified by submission of official transcripts. Transcripts must be sent directly to CT State Department of Education from the college/university.
- d. Return completed application to the Executive Director of the school requesting the permit.

Interdistrict Arts Magnet High Schools or Cooperative Arts and Humanities Magnet High School in New Haven

- a. Part V is to be completed and signed by the superintendent of schools, executive director or designee.
- b. Return the completed application, attachments and checklist to the Bureau of Educator Standards and Certification.

Use for part time employment only in Interdistrict Arts Magnet High Schools or Cooperative Arts and Humanities Magnet High School in New Haven.

ENDORSEMENT AREAS

Art
Dance
Music