

CERTIFICATION ALERT

Connecticut Educator Certification News from
the Connecticut State Department of Education



April 2020

Temporary Processing Steps for Temporary 90-Day Certificates (ED172/ED172A), Long-Term Substitute Authorizations (ED175), DSAPs (ED177), Emergency Coaching Permits (ED186) and Resident Educator Certificates (ED199)

ED 172 — Application for Temporary 90-Day Certificate

1. Candidate applies online — *only after district has confirmed with educator that they will support the issuance of a Temporary 90-Day Certificate.*
2. OHE ARC submits ED 125 form and scanned copies of official transcripts directly to CSDE at julianne.frost@ct.gov.
3. Hiring district completes pages 2–3 and submits the form directly to teacher.cert@ct.gov; “District request for Temporary 90-Day” should be put in the subject line of the email.
***The district must include the name and DOB of the educator in the email, as pages 2–3 do not include a place for the educator’s name.*

ED 172A — Temporary 90-Day to Initial

1. Candidate applies online for new certificate, including submission of payment.
2. District completes page 2 of the application and submits the form to teacher.cert@ct.gov; “District Verification 90-Day to Initial” should be put in the subject line of the email.
3. The district must include the name and DOB of the educator in the email, as page 2 does not include a place for the educator’s name.

ED 175 — Application for Substitute Teacher Authorization Beyond the 40-Day Limit

1. Candidate completes first part of new application (Part I–III) and forwards to the district.
2. District completes Parts IV and V of the application and submits the entire ED 175, along with a scanned copy of the applicant’s official transcript(s), a rationale for why this candidate is the best fit for the position, and recruitment efforts to date to fill the vacant position.
3. Application packet is submitted directly to: teacher.cert@ct.gov, with “ED 175 District Submission” in the subject line.

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

1. Candidate completes first part of new application (Part 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 scanned copy of the applicant’s official transcript(s). Application packet is submitted directly 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 higher education institution. The higher education institution 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.

ED 186 — Application for Temporary Emergency Coaching Permit

1. Candidate completes first part of new application (Part I–VII) and forwards to the district, along with copies of First Aid, CPR, HS diploma, and Module 15.
2. District completes Part VIII and submits the entire application directly to: teacher.cert@ct.gov, with “ED 186 District Submission” in the subject line.

ED 199 — Application for Resident Educator Certificate

1. Candidate completes first part of new application (Part I–III) and forwards to the district.
2. District completes Part IV of the application and enters the educator into the EDS. Application packet is submitted directly to: teacher.cert@ct.gov, with “ED 199 District Submission” in the subject line.
3. ED 199 Attachment page is completed by Relay/TFA and, along with scanned copies of official transcripts, this is submitted directly to teacher.cert@ct.gov, with “ED 177 Attachment” in the subject line.

