

CertAlert

# CERTIFICATION ALERT

Connecticut Educator Certification News from  
the Connecticut State Department of Education



April 2020

## Temporary Procedural Guidance for District Human Resources Personnel Regarding ED 126 Submissions:

The State Department of Education (CSDE), in accordance with Gov. Lamont's Executive Order, has temporarily directed staff to work remotely to the extent possible. As a result, the Bureau of Educator Standard and Certification (BESC) will be temporarily accepting certain certification forms via electronic submission. As you are aware, the ED 126: Statement of Professional Experience requires the **original** signature of the Superintendent, HR Director, or approved designee.

Until such time that we are able to enter our offices to receive and open U.S. mail, the ED 126 form will be accepted as an email attachment. We ask that you use the following process:

1. ED 126 must be fully completed, including the signature of the appropriate person (form may include either an original signature or a "digital" signature);
2. Completed form should be attached to an email and sent to [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov) directly from the district email address; and
3. The subject line of the email should indicate "District ED 126 – Electronic Submission."

Forms must be completed and submitted by an approved designee. If a district wishes to add additional designees at this time, the request should be sent to CSDE by the current Supt. or HR Director."

NEW directions for the submission of *Temporary 90-Day Certificates (ED172/ED172A)*, *Long-Term Substitute Authorizations (ED175)*, *DSAPs (ED177)*, *Emergency Coaching Permits (ED186)* and *Resident Educator Certificates (ED199)* will be posted on the Bureau's District Resource page.

Thank you for your assistance and patience as we apply flexibility during this unprecedented time.



Connecticut  
State  
Department  
of Education