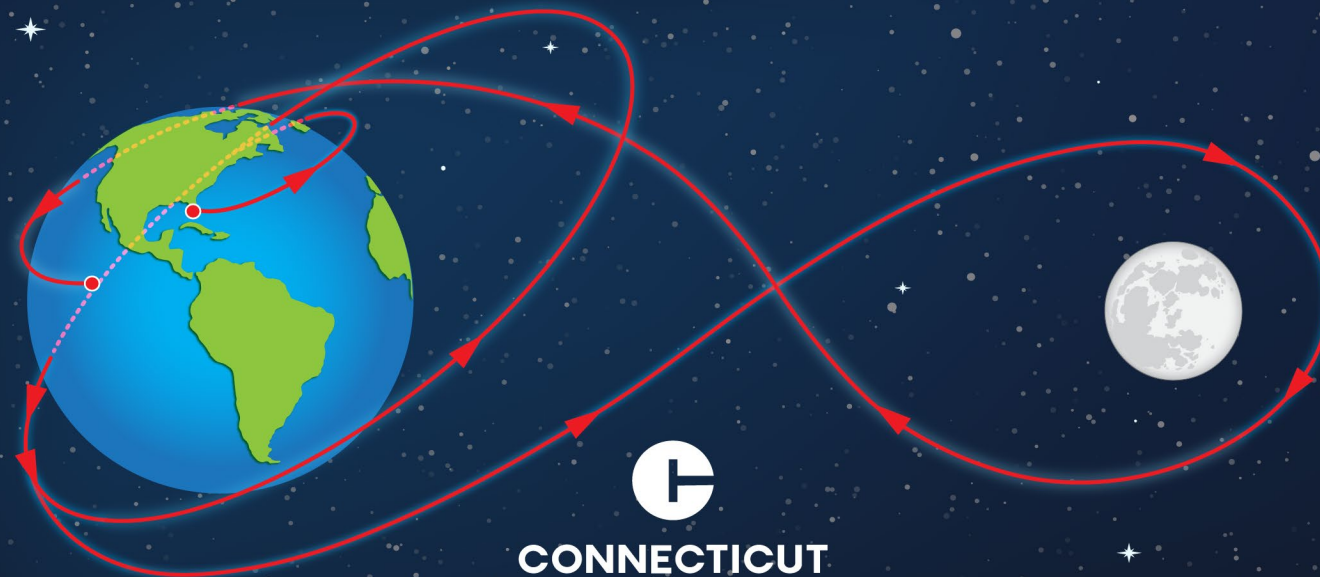


Human Resources Certification Webinar: Temporary Authorizations

**CONNECTICUT'S MISSION:
EMPOWER EVERY LEARNER'S JOURNEY**

SCHOOL YEAR 2026-27

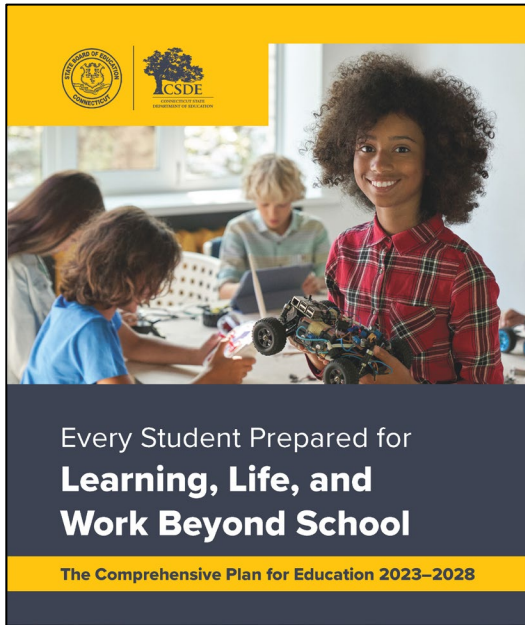


CONNECTICUT
Education

Inspired by the Artemis II mission

Connecticut State Department of Education – October 2, 2026

Every Student Prepared for Learning, Life, and Work Beyond School: State Board of Education Comprehensive Plan (2023-2028)



Ensure Equitable Access to Education

All learners are supported, including those with high needs, and have equitable access to education regardless of background or advantage, including access to great teachers and leaders, and a diverse educational workforce.



Ensure Safe and Healthy Learning Environments

Learning spaces are safe, compassionate, and culturally responsive. They are designed to support the academic, physical, and social-emotional well-being of all learners, including learners of color, multilingual learners, those with a disability, learners experiencing food and housing insecurities, learners coming from low-income families, and those who identify as LGBTQ.

Elevate Curriculum Frameworks

Elevate Connecticut's curriculum frameworks to provide support for the development of rigorous, engaging instruction and the reliable assessment of universally required skills for life beyond school and a lifelong love of learning.



Create Multiple Career Pathways

Create opportunities for all students to explore multiple career pathways through coordinated and rigorous programs that are developed in partnership with institutions of higher education and local/regional employers, and that align to economic opportunity and advance students in careers of their choice.



CSDE Strategic Focus Areas

**Every Student Prepared
for Learning, Life, and
Work Beyond School**



Expand our Educator Workforce



Support Safe and Healthy Learning Environments



Ensure Students are Present and Engaged



Elevate and Support High Quality Instructional Materials



Modernize and Expand Post-Secondary Pathways



Improve Outcomes for All Students, including Students with Varying Abilities



Strengthen and Promote School, Family, and Community Partnerships



CONNECTICUT'S MISSION: EMPOWER EVERY LEARNER'S JOURNEY

Webinar Goals

- 1 Know where to locate information specific to Connecticut school districts
- 2 Understand the differences between temporary authorization options
- 3 Understand requirements for each of the temporary authorizations
- 4 Understand the limitations of each type of authorization
- 5 Understand district responsibilities for candidates serving under each type of authorization
- 6 Identify the authorization for which a candidate may be eligible, based on their education and background
- 7 Understand requirements to renew or extend an authorization



Certification Resources for Districts

[Home](#) [Educators](#) [Administrators](#) [Coaches](#) [School Districts](#) [EPPs](#) [Forms & Guides](#) [Endorsements](#) [Cert Alerts](#) [FAQ](#) [About Us](#) [Department of Education](#)

Bureau of Certification

[SDE - Bureau of Certification](#) > [Districts](#)



We've gathered resources to help school districts understand certification requirements for CT teachers.

Educator certification verification information is available to the public. Confirm staff credentials using our online tool.

[Educator Certification District Lookup >](#)



Compliance

All educators must hold a certificate for the position in which they are serving. Make sure your school is in compliance.



Substitute Teaching

School districts can authorize daily classroom substitutes or long-term substitutes depending on the applicant's background.



DSAP

Applicants missing certification requirements can serve during a shortage using a durational shortage area permit.



Emergency Coaching Permit

Learn about temporary one-year permits for coaching shortages.

[READ MORE](#)



Charter School Education Permit

A CSEP authorizes service in approved public charter schools.

[LEARN MORE](#)



Human Resources Presentations and Materials

Learn about the presentations and other materials available to HR staff

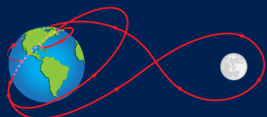
[READ MORE](#)



Forms for District Use

Frequently used forms are accessible on this page.

[LOCATE FORMS](#)



Educator Certification Look-Up

[Educator Certification District Look-Up](#) is located at the top of the [School Districts](#) page and allows you to print a copy of the certificate.



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[Educator Certification District Lookup >](#)





Connecticut State Department of Education

*Indicates required field

*First Name

Type First Name Here

*Last Name

Type Last Name Here

*Date of Birth:

Type Date of Birth Here

*SSN Last Four Digits

Type SSN Last Four Digits Here

Cancel

Clear

Submit

1) Please enter the required information (First Name, Last Name, Date of Birth and SSN).

2) Click "Submit"

Educator Info

EIN	Last Name	First Name
No Educator Found		

Summary of Educator Active And Expired Certificate Info:

View Cert	Name	District	Endorsements	Hold/Held	Certificate Type	Status	Valid From	Valid To
No Educator Cert Info Found								



Types of Certificates

INITIAL EDUCATOR CERTIFICATE

Valid for ten years

Note:

- Teaching certificates require a master's degree; however, a #092 certificate requires 30 credits beyond master's degree.
- TEAM is required for teaching endorsements only.
- TEAM completion does not mean the candidate should apply to advance, as there is no longer a Provisional level.
- Requirements for professional: 50 months of appropriate service under the Initial and/or Provisional Certificate, TEAM completion, and verification of a master's degree.



PROFESSIONAL EDUCATOR CERTIFICATE

Valid for ten years



Types of Certificates (Continued)

Temporary Certificates/Permits/Authorizations

- Resident Educator Certificate
- Long-Term Substitute Authorization
- Durational Shortage Area Permit (DSAP)
- Nonrenewable Interim Educator Certificate
- Temporary 90-Day Certificate
- Visiting International Teacher Permit (VITP)
- Temporary Authorization for Minor Assignment (TAMA)
- Charter School Educator Permit (CSEP)
- Military Spouse Teacher Permit

The image displays three overlapping application forms from the Connecticut State Department of Education, Bureau of Educator Standards and Certification. The forms are for various educator credentials:

- ED 172: APPLICATION FOR TEMPORARY 90-DAY CERTIFICATE** (REV. 6/26, C.G.S. 10-145, C.G.S. 10-145d, Regs. 10-145d-414). It includes sections for personal information (last name, first name, birth date, social security number, address, city, zip code, phone, email) and a section for criminal history and disciplinary actions.
- ED 710: APPLICATION FOR CHARTER SCHOOL EDUCATOR PERMIT** (REV. 1/20, C.G.S. 10-145). It includes sections for personal information (last name, first name, birth date, social security number, address, city, zip code, phone, email) and a section for criminal history and disciplinary actions.
- ED 175: APPLICATION FOR EXTENSION OF SUBSTITUTE TEACHER AUTHORIZATION BEYOND THE 60-DAY LIMIT** (REV. 9/23, C.G.S. 10-145, C.G.S. 10-145d, Regs. 10-145d-428). It includes a section for personal information (last name, first name, birth date, social security number, address, city, zip code, phone, email) and a section for criminal history and disciplinary actions.



Resident Educator Certificates

Available to candidates enrolled in an approved graduate certification program with an established residency model.

- REC is valid for two years; may be extended for one additional year.
- Requires district submission of form ED 199 and program submission of ED 199 Attachment.
- Requires at least one of the following:
 - Passing scores on all subject area assessments required for endorsement; or
 - Major or 30 credits in the content area; or
 - Completion of at least one year in the residency program (only for elementary and special education)
- Following at least one year of successful service as teacher of record under Resident Educator Certificate, candidate then applies for Initial Educator Certificate with form ED 170A.
- Note: Candidates enrolled in a residency program cannot be issued a DSAP.



Substitute Authorizations

Daily Substitutes with Bachelor's Degree

- Hired at the local level; require no authorization from CSDE
- Cannot exceed 60 days, consecutive or nonconsecutive, in the same assignment during the school year (i.e., can only serve as “Ms. Smith, grade 4” for 60 school days in a given academic year)

Daily Substitutes without a Bachelor's Degree

- Minimum requirements: At least 18 years old, high school diploma or equivalent, and experience with school-age children
- Cannot exceed 60 school days in the same assignment
- Districts apply directly through website ([Qualtrics Survey](#))

Long-Term Substitute Teacher Authorization

- For service in the same assignment for 60+ days in a school year
- Requires bachelor's degree and 12 credits specific to the subject area of the endorsement requested
- Cannot be issued for special service or administrative endorsements
- Service under an LTS cannot be counted toward obtaining a full certificate
- Form ED 175 (submitted by district to SDEDistricts.Cert@ct.gov)



Durational Shortage Area Permits (DSAP)

Required Qualifications:

- Bachelor's degree from a regionally accredited institution
- 12 semester hours of credit specific to content/endorsement area sought (professional education coursework which is not specific to the content/endorsement area cannot be accepted – e.g., foundations of education)
- Enrollment in approved certification program, if required (most cross-endorsements do not require enrollment in a program)
- District must apply for the DSAP
 - Application ED 177 (submit to: SDEDistricts.Cert@ct.gov)
 - ED 177 Attachment (evidence of enrollment) requires signature of both the district and the EPP certification officer
 - Candidate should have official transcripts submitted directly to the CSDE

Only valid for service in the requesting district for permanent positions:

- DSAP candidates must be entered into the EDS Staff File and engage in the evaluation process with administration
- Requesting districts are making a commitment to fully support the candidate during the entire DSAP process (e.g., EPP coursework, testing)



Durational Shortage Area Permits: Renewal

May be renewed up to two times if requirements are met:

- District submits new ED 177 requesting reissuance.
- Candidate documents progress in program (submission of official transcript verifying completion of an additional nine credits during previous DSAP period, or if all coursework has been completed, verification of attempts to pass required exams).
- Districts should monitor progress of educators who hold a DSAP to ensure that requirements are met for DSAP renewal.
- Note: Renewal of a DSAP for Special Education (#165) requires a passing score on the Praxis II Special Education test.

Transition to Long-Term Substitute (LTS) Authorization:

- If conditions for renewal of DSAP are not met, the district must apply for an LTS to cover the assignment.
- If candidate is issued an LTS and then meets the conditions to renew the DSAP, the district may submit an updated ED 177 DSAP application.



Durational Shortage Area Permits: Hardship

Hardship Renewals:

- If the candidate encountered a hardship that prevented them from completing requirements to renew a DSAP or obtain full certification, a fourth DSAP may be considered.
- Hardship requests are only considered on a case-by-case basis and must be approved by Talent Office leadership.
- A hardship is generally defined as a personal illness, a family emergency, lack of required coursework offerings, or other extreme circumstances.
- The candidate must include a letter with the application that outlines the specific circumstances that prevented the candidate from completing the requirements outlined in the DSAP approval letter.
- The district must also submit a separate letter in support of the hardship request.
- Only one hardship issuance can be granted. If a candidate is issued a hardship DSAP and does not meet the conditions outlined in the DSAP approval letter, the DSAP will not be renewed for another year (e.g., Praxis special education test).



Paraeducator Equivalency

Paraeducator Equivalency for Temporary Special Education Authorizations

A district may pursue a Temporary Authorization (Long-Term Substitute Authorization or Durational Shortage Area Permit) in special education for someone who has served successfully for at least 20 months as a special education paraeducator.

- Candidate must meet all other requirements for corresponding temporary authorization (e.g., hold a bachelor's degree, enrolled in an approved program).
- Para experience can be accepted in lieu of the 12 credits normally required for issuance of a DSAP or LTS.
- Recommending institution does not accept experience toward requirements for full certificate.



REC, LTS, and DSAP Requirements

Resident Educator Certificate (REC)

- Requires graduate level certification program with an established residency model
- ED 199 application & EPP attachment
- REC is valid for two years; may be extended for one additional year
- At least one year of successful service as teacher of record under the REC; candidate then applies for Initial Educator Certificate
- Not eligible for DSAP

Long-Term Substitute Authorization (LTS)

- For service in the same temporary assignment for 60+ days in a school year
- ED 175 application & district letter
- Bachelor's degree & 12 credits specific to the subject area of the endorsement requested
- Cannot be issued for special service or administrative endorsements
- Service cannot be counted toward obtaining a full certificate

Durational Shortage Area Permit (DSAP)

- For permanent positions in the district; educator entered into EDS Staff File & evaluated
- ED 177 application & EPP enrollment attachment page, if applicable
- Bachelor's degree & 12 credits specific to the subject area
- Candidate must meet conditions outlined in the DSAP approval letter to renew the DSAP
- May be renewed two times; possible hardship 4th DSAP



In-State vs. Out-of-State Educator Preparation Programs

Connecticut Programs

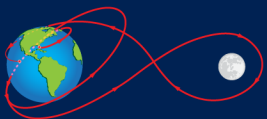
- Institution will ensure that all Connecticut regulatory and statutory licensure requirements (including coursework, student teaching, tests) are met.
- If changes are made to certification requirements while a candidate is enrolled, state programs are provided a transition period; this will not prevent enrolled candidates from obtaining certification.
- Connecticut institutions usually accept service under a DSAP to fulfill student teaching requirements.

Out-of-State Programs

- Institution will ensure all licensure requirements *for that state* are met (These may or may not align with Connecticut requirements).
- Program may initially align to Connecticut statutes and regulations when candidate enrolls, but if the program or state requirements change, this may result in the candidate not being eligible by the time the program has been completed.
- Many out-of-state programs will not accept experience under a DSAP to fulfill student teaching/practicum requirement for recommendation. Candidate may end up with a degree awarded but not be eligible for licensure.



NOTE: It is essential to have the candidate check with their EPP to ensure that program requirements, including student teaching may be met by serving under a DSAP prior to submitting the ED 177 application. Candidates are not eligible to complete student teaching while serving under an LTS.



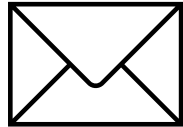
CONNECTICUT'S MISSION: EMPOWER EVERY LEARNER'S JOURNEY



Contact Information for District Personnel



[School District Resources Website](#)



Email: SDEDistricts.Cert@ct.gov



**Designated Superintendents'
Telephone Lines**

NOTE: Please DO NOT share the designated district email address or designated phone numbers with the public.



