



## GUIDANCE FOR CERTIFICATION REPORTS

The Bureau of Educator Standards and Certification, in conjunction with the Bureau of Data Collection, Research and Evaluation, conducts an annual certification compliance review to verify that all educational staff possess the appropriate state authorization, permit or certification for the subject/area/grade in which they serve. Each school district can view current reports by accessing the Educator Data System. Changes made in the EDS will be visible the next day.

### Staff Out of Compliance

This indicates district staff members who are teaching out of field and/or out of grade range, or who are not certified. It identifies staff members in your school district who, according to the district-reported data (EDS), may not hold a valid or appropriate authorization, permit, or certification for their assignment. Staff not appropriately authorized should not continue in their position until they obtain the necessary authorization, permit or certification for their assignment. To resolve an error, changes or corrections must be made in the Educator Data System (EDS).

### **PLEASE NOTE:**

*“S” for “System-wide Administrator”* (grades section): The designation of “S” in the grade section of the EDS should only be used to designate a central office system-wide administrator. If an educator is serving across all grades, the “S” designation is not appropriate; all grades should be listed. The “S” designation used inappropriately will result in the individual appearing on the Educator Certification Compliance Report as out of compliance.

*Multiple Assignments:* If an educator is entered in the EDS in multiple assignments or as serving in more than one school, in a position for which they are not appropriately certified, they will be reflected as out of compliance for each assignment reported.

### Staff Active Certificates List

This indicates all reported staff members for your school district, the type of certificate held, endorsement area(s) and expiration date of the certificate.

### Staff Certificates Expiring in Next 18 Months List

This indicates all certified staff members whose certificates have expired or will expire between during the next 18-month period. Please review and notify all staff members whose names appear on this list. These individuals must submit an application prior to the expiration date on their certificate. If the certificate lapses, or has already lapsed, the teacher may be subject to additional coursework and assessment requirements and the lapse will be reported to the Teachers Retirement Board (TRB).



Section 10-145f(b)(3) of the Connecticut General Statutes states in part:

“...the State Department of Education shall annually notify each local or regional board of education of the name of each teacher employed by such board of education whose provisional certificate will expire during the period of twelve months following such notice.” Furthermore, “each superintendent or administrative head is required to notify each teacher in writing, at the teacher’s last known address, that the teacher’s certificate will expire.”

### Staff Out of Compliance with Assignment Codes (90990/90995)

This indicates any educators with either the 90990 (unlisted teaching) or 90995 (unlisted non-teaching) assignment code who have not been authorized. Please note that the use of these assignment codes requires pre-approval from the Bureau of Educator Standards and Certification. Once approved, a manual override will be entered so the educator will not be identified as out of compliance.

Educators included in this report have not been given approval for the use of the code. To request approval of these assignment codes, the district must submit the name of the educator and the full job description. A job title alone is not sufficient. If a position was previously reviewed and approved by our office, and a different educator is now moving into the position, you must notify the CSDE.