





**PART II: APPLICATION FOR TEMPORARY 90-DAY CERTIFICATE**

1. Have you fulfilled the Praxis Core Academic Skills Test or waiver requirements? YES ☐ NO ☐
2. Have you fulfilled the Praxis II and/or ACTFL requirements? YES ☐ NO ☐

**PART III: EDUCATIONAL BACKGROUND**

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

Names of Institutions	State	Dates Attended		Degree/Major
		From (mm/yyyy)	To (mm/yyyy)	

I have reviewed this application and affirm that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all 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).

By checking the "I Agree" box, you agree your typed signature is the legal equivalent of your manual signature on this Application.  
☐ I Agree.

\_\_\_\_\_  
ORIGINAL SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE:

**PART IV: EMPLOYING AGENT REQUEST**

I hereby request issuance of a temporary 90-day certificate for the aforementioned applicant to serve as indicated below. (Note: Dates must reflect 90 school days. The requested effective date cannot be prior to the date the application is received in our office.)

\_\_\_\_\_  
Endorsement Area

\_\_\_\_\_  
Grade

\_\_\_\_\_  
From (mm/dd/yyyy)

\_\_\_\_\_  
To (mm/dd/yyyy)

- Check box if applicant is being employed in a: (Check one) ☐ Permanent Position ☐ Substitute Position
- (Check one) ☐ 50% or more FTE ☐ Less than 50% FTE

Please read and sign the following to acknowledge agreement to the terms listed below:

- The holder of the temporary 90-day certificate must be in the same position (same school/same classroom) for the entire validity period of the temporary 90-day certificate.
- Temporary 90-day certificates will be issued effective, the date the application (ED 172) is received in our office if the district neglects to submit the application prior to the candidate's first day of service and there are not enough days in the assignment (less than 90 school days), we will be unable to issue the temporary 90-day certificate and the district will need to default to requesting a long-term substitute authorization to cover the service. No exceptions will be made to this policy.
- If for any reason, the applicant fails to complete 90 school days consecutively under the 90-day certificate or the district does not retain the applicant for the full 90-days consecutively, the service cannot be banked or combined with other experiences/districts. No exceptions will be made to this policy.
- The certificate is not transferable to any other school district. If the holder of a temporary 90-day certificate is released from employment prior to the expiration date of the temporary 90-day certificate, the time served will not count toward the issuance of the initial educator certificate. Notice of the release from employment is required, and the educator will need to serve 90-days under another temporary 90-day certificate to become eligible for an initial educator certificate.
- The holder of the temporary 90-day certificate must be evaluated a minimum of two times during the period of the 90-day certificate.

*Original Signatures Must Be On Form Submitted*

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

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Date

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Typed or Printed Name of Person Signing Above

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Title

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Board of Education\*

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Telephone Number

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Street

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FAX Number

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City, State, Zip Code

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E-Mail Address

\***Board of Education** means a Connecticut local or regional Board of Education, regional educational service center, unified school district, cooperative arrangement established pursuant to 10-158A of the Connecticut General Statutes, the Technical High School System, approved private special education facilities, the Gilbert School, Norwich Free Academy or Woodstock Academy.

**Permanent** means the position is indefinitely filled by the same person who is paid on the teacher salary schedule, provided with employee benefits and contributes to the Teachers' Retirement Board.

Substitute means a long-term substitute position that is filled by a person who takes the place of a permanent teacher for a defined period of time.

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## INSTRUCTIONS TO APPLICATION FOR INITIAL EDUCATOR CERTIFICATE FOR HOLDERS OF 90-DAY CERTIFICATES

### THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET

#### Applicant:

- ☐ a. Complete Parts I, II and III.
- ☐ b. Attach official transcript(s), signed and sealed by the registrar(s).
- ☐ c. Attach ED 125 Statement of Preparing Higher Education Institution form signed by the Alternate Route to Certification Executive Director.
- ☐ d. Have fulfilled the Praxis Core Academic Skills Test and Praxis II or ACTFL requirements. (Please note: A 90-day certificate will not be issued until all assessment requirements have been met and notification is received from the appropriate testing agency.)
- ☐ e. Return completed application to the superintendent of schools.

#### Local Board of Education:

- ☐ a. Part IV 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.

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### CONNECTICUT ENDORSEMENT CODES AVAILABLE THROUGH THE ALTERNATE ROUTE TO CERTIFICATION (ARC)

010	Business, 4–12	024	Other World Language, 4–12	045	Family and Consumer Sciences, PK–12
015	English, 4–12	029	Mathematics, 4–12	047	Technology Education, PK–12
018	French, 4–12	030	Biology 4–12	049	Music, PK–12
019	German, 4–12	031	Chemistry, 4–12	101	Elementary World Language
020	Italian, 4–12	032	Physics, 4–12	112	Integrated Early Childhood, B-K
021	Latin, 4–12	033	Earth Science, 4–12	305	Elementary, PK-6
022	Russian, 4–12	034	General Science, 4–12		
023	Spanish, 4–12	042	Art, PK–12		

*Information on this application is subject to disclosure pursuant to the Freedom of Information Act.*