



APPLICATION FOR TEMPORARY AUTHORIZATION FOR MINOR ASSIGNMENT

PART I: PERSONAL INFORMATION (Print all information in blue ink and in uppercase letters.)

LAST NAME

FIRST NAME

MI

GENDER

SOCIAL SECURITY NUMBER

BIRTH DATE (Month-Day-Year) - **Required**

ADDRESS (Street)

Apt. #

(City)

(State)

-

FORMER LAST NAME(S)

(Zip Code)

PHONE - -

(Home)

- -

(Work)

Race/Ethnicity

1. Native American
2. Asian/Pacific Islander
3. Black
4. White
5. Hispanic

(Required)

E-MAIL ADDRESS _____

- | | | |
|---|-----|----|
| 1. Have you ever been convicted of any crime, excluding minor traffic violations? | YES | NO |
| 2. Have you been dismissed for cause from any position? | YES | NO |
| 3. Have you ever surrendered a professional certificate, license, permit or other credential (including, but not limited to, an education credential); had one revoked, suspended, annulled, invalidated, rejected or denied for cause; or been the subject of any other adverse or disciplinary credential action? | YES | NO |

Pursuant to Connecticut General Statutes Section 10-232d, the State Board of Education must submit, periodically, a database of applicants for an initial issuance of a certificate, authorization or permit to the State Police Bureau of Investigation for a criminal history record check. Each applicant seeking an initial issuance or renewal of a certificate, authorization or permit must also submit to a records check of the Department of Children and Families' child abuse and neglect registry established pursuant to Connecticut General Statutes Section 17a-101k. In addition, the State Board of Education is required to submit periodically for criminal history records check the database of all persons who hold any certificate, authorization or permit.

NOTE: If you answer "YES" to any of the above questions, you must attach a signed statement of explanation. If there are multiple incidents within each question, you must list and explain each separately. Submit official copies of court or administrative record(s), including disposition of each use.

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



PART II: APPLICANT ATTESTATION

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

I understand that to obtain a reissuance of a Temporary Authorization for a Minor Assignment I will need to complete an additional six (6) semester hours of credit in the area requested.

ORIGINAL SIGNATURE OF APPLICANT DATE:

PART III: EMPLOYING AGENT'S REQUEST (must be completed by the superintendent)

NOTE: The number of instructional periods per day for the minor assignment shall not exceed the number of instructional periods of the primary assignment. The area of the minor assignment may not exceed two (2) periods per day.

I hereby request a Temporary Authorization for a Minor Assignment for the applicant. In addition to the primary teaching assignment, the teacher will be assigned in the indicated area.

Endorsement area requested for minor assignment: _____

Check box if a bilingual endorsement is sought in the above endorsement area.

Number of periods per day for minor assignment: _____

Grade level of minor assignment: _____

School year for minor assignment: _____

Number of periods per day for primary assignment: _____

Primary teaching assignment and endorsement(s) held: _____

I am requesting one of the following: Issuance Reissuance (See Note)

The applicant has earned at least 12 semester hours of college credit in the subject/field indicated above.

Official transcripts are attached.

NOTE: Regulations provide for only one reissuance of a Temporary Authorization for a Minor Assignment and will require an additional six (6) semester hours of credit in the area requested. I understand that on or before the expiration date of this renewal period, the candidate must qualify for and obtain the endorsement or discontinue teaching the subject/field.

PART IV: EMPLOYING AGENT'S SIGNATURE

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

Date

Typed or Printed Name of Person Signing Above

Title

District

Telephone Number

Street

FAX Number

City, State, Zip Code

E-Mail Address

Original Signatures Must Be On Form Submitted



ED 173
REV. 9/22
C.G.S. 10-145
C.G.S. 10-145d
Regs. 10-145d-418

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Educator Standards and Certification
P.O. Box 150471
Hartford, CT 06115-0471
www.ct.gov/sde/cert

INSTRUCTIONS TO APPLICATION FOR
TEMPORARY AUTHORIZATION FOR A MINOR ASSIGNMENT

THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET

Applicant:

- a. Complete Parts I and II.
- b. Attach official transcript(s), signed and sealed by the registrar(s), indicating the completion of a minimum of 12 semester hours of credit in the requested area.
- c. Return completed application to the superintendent of schools.

Employing Agent:

- a. Parts III and IV are 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.

CONNECTICUT ENDORSEMENT CODES

Teaching Endorsements

| | | | |
|-----|---------------------------------|-----|--|
| 010 | Business, 7–12 | 062 | School Library Media Specialist |
| 015 | English, 7–12 | 072 | School Nurse-Teacher |
| 018 | French, 7–12 | 073 | School Dental Hygienist-Teacher |
| 019 | German, 7–12 | 089 | Marketing Education, 7–12 |
| 020 | Italian, 7–12 | 101 | World Language Instructor, Elementary |
| 021 | Latin, 7–12 | 102 | Remedial Reading & Remedial Language Arts, 1–12 |
| 022 | Russian, 7–12 | 104 | Cooperative Work Education/Diversified Occupations |
| 023 | Spanish, 7–12 | 110 | Unique Subject-Area |
| 024 | Other World Language, 7–12 | 111 | Teaching English to Speakers of Other Languages (TESOL), PK–12 |
| 026 | History & Social Studies, 7–12 | 112 | Integrated Early Childhood/Special Ed., Birth – Kindergarten |
| 029 | Mathematics, 7–12 | 113 | Integrated Early Childhood/Special Ed., Nursery -K – Elem. 1–3 |
| 030 | Biology, 7–12 | 165 | Comprehensive Special Education, K–12 |
| 031 | Chemistry, 7–12 | 215 | English, Middle School |
| 032 | Physics, 7–12 | 226 | History & Social Studies, Middle School |
| 033 | Earth Science, 7–12 | 229 | Mathematics, Middle School |
| 034 | General Science, 7–12 | 230 | Biology, Middle School |
| 035 | Driver Education | 231 | Chemistry, Middle School |
| 040 | Agriculture, Pre-K–12 | 232 | Physics, Middle School |
| 041 | Vocational Agriculture, 7–12 | 233 | Earth Science, Middle School |
| 042 | Art, PK–12 | 234 | General Science, Middle School |
| 043 | Health, PK–12 | 235 | Integrated Science, Middle School |
| 044 | Physical Education, PK–12 | 317 | Portuguese, 7–12 |
| 045 | Home Economics, PK–12 | 318 | Mandarin Chinese, 7–12 |
| 047 | Technology Education, PK–12 | 483 | Dance, Pre-K–12 |
| 049 | Music, PK–12 | 485 | Theatre and Drama, Pre-K–12 |
| 055 | Partially Sighted, PK–12 | 511 | Montesori, Elementary, 1–6 |
| 057 | Deaf and Hard of Hearing, PK–12 | 512 | Montesori, Primary, Birth to Kindergarten |
| 059 | Blind, PK–12 | 826 | Vocational Department Head: Trade Technology |

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