



**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

**(Required)**

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

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](http://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, 4–12	062	School Library Media Specialist
015	English, 4–12	072	School Nurse-Teacher
018	French, 4–12	073	School Dental Hygienist-Teacher
019	German, 4–12	089	Marketing Education, 4–12
020	Italian, 4–12	101	World Language Instructor, Elementary
021	Latin, 4–12	102	Remedial Reading & Remedial Language Arts, 1–12
022	Russian, 4–12	104	Cooperative Work Education/Diversified Occupations
023	Spanish, 4–12	110	Unique Subject-Area
024	Other World Language, 4–12	111	Teaching English to Speakers of Other Languages (TESOL), PK–12
026	History & Social Studies, 4–12	112	Integrated Early Childhood/Special Ed., Birth – Kindergarten
029	Mathematics, 4–12	113	Integrated Early Childhood/Special Ed., Nursery -K – Elem. 1–3
030	Biology, 4–12	165	Comprehensive Special Education, K–12
031	Chemistry, 4–12	215	English, Middle School
032	Physics, 4–12	226	History & Social Studies, Middle School
033	Earth Science, 4–12	229	Mathematics, Middle School
034	General Science, 4–12	230	Biology, Middle School
035	Driver Education	231	Chemistry, Middle School
040	Agriculture, Pre-K–12	232	Physics, Middle School
041	Vocational Agriculture, 4–12	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	305	Elementary, PK-6
045	Home Economics, PK–12	317	Portuguese, 4–12
047	Technology Education, PK–12	318	Mandarin Chinese, 4–12
049	Music, PK–12	483	Dance, Pre-K–12
055	Partially Sighted, PK–12	485	Theatre and Drama, Pre-K–12
057	Deaf and Hard of Hearing, PK–12	511	Montesori, Elementary, 1–6
059	Blind, PK–12	512	Montesori, Primary, Birth to Kindergarten

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