





**PART II: EDUCATIONAL BACKGROUND**

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

NAME OF INSTITUTION	STATE	DATES ATTENDED		DEGREE/MAJOR
		FROM	TO	

**PART III: ARTISTIC EXPERIENCE**

Verification of three years of work experience in the artistic area OR one year experience and two years specialized schooling related to the artistic specialty.

**PART IV: PROFESSIONAL EXPERIENCE**

Verification of 180 hours of cumulative experience working with children in private or public settings or two years of experience as a full-time faculty member at an institution of higher education.

**NOTE:** Verification of experience must be on company/institutional letterhead and contain the original signature of the Head of Human Resources or supervisor. An official transcript(s) must be submitted to verify specialized schooling.

**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).

ORIGINAL SIGNATURE OF APPLICANT:  DATE:

**PART V: EMPLOYING AGENT REQUEST**

(must be an Interdistrict Arts Magnet High School (approved on or before 7-1-09) or Cooperative Arts and Humanities Magnet High School in New Haven)

I hereby request issuance of an Adjunct Instructor Permit for the aforementioned applicant to serve no more than 15 classroom instructional hours per week as indicated below.

Endorsement Area \_\_\_\_\_ Grade \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)  
 Initial Permit  Renewal Permit

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Person Signing Above

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Director of Interdistrict Arts Magnet High School or  
Cooperative Arts and Humanities Magnet High School in New Haven

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
E-Mail Address



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 APPLICANT FOR ADJUNCT ARTS INSTRUCTOR PERMIT**

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

**Applicant:**

- a. Complete Parts I, II, III and IV.
- b. Submit official transcript(s), signed and sealed by the registrar(s). Transcripts must be sent directly from the college/university/specialized school.
- c. Attach verification of Artistic and Professional Work Experience. Verification must be on institutional and/or company letterhead and signed by the Director of Human Resources or supervisor. Specialized schooling must be verified by submission of official transcripts. Transcripts must be sent directly to CT State Department of Education from the college/university.
- d. Return completed application to the Executive Director of the school requesting the permit.

**Interdistrict Arts Magnet High Schools or Cooperative Arts and Humanities Magnet High School in New Haven**

- a. Part V 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.

**Use for part time employment only in Interdistrict Arts Magnet High Schools or Cooperative Arts and Humanities Magnet High School in New Haven.**

**ENDORSEMENT AREAS**

Art  
Dance  
Music  
Theater  
Other (write in)