

APPLICATION FOR CHARTER SCHOOL EDUCATOR PERMIT

No Fee Required

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

- -

LAST NAME

BIRTH DATE (Month-Day-Year) - Required

FIRST NAME

MI

GENDER

- -

SOCIAL SECURITY NUMBER

STREET ADDRESS (Street ONLY no P.O. Box)

Apt. #

CITY

STATE

-

FORMER LAST NAME(S)

ZIP CODE

Mailing Address (if different from above)

STREET ADDRESS (Street ONLY no P.O. Box)

Apt. #

CITY

STATE

-

Race/Ethnicity

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

(Required)

E-MAIL ADDRESS _____

PHONE - -

(Home)

- -

(Work)

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 10-221d, 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.

PART II: ASSESSMENT REQUIREMENTS

Have you fulfilled the Praxis II, Pearson and/or ACTFL requirements for the endorsement sought? YES NO

PART III: EDUCATIONAL BACKGROUND

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

Name of Institution	State	Field of Study	Degree or Credits Awarded	Year

PART IV: 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).

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 V: EMPLOYING AGENT REQUEST

I hereby request issuance of a Charter School Educator Permit (CSEP) for the aforementioned applicant to serve as indicated below.

_____	_____	_____	_____
School	Endorsement	Grade(s)	Expiration Date of School's Charter
_____		_____	
Signature of Chairperson of the Governing Council of the Charter School		Date	
_____		_____	
Typed or Printed Name of Person Signing Above		Title	
_____		_____	
Telephone		E-mail Address	

PART VI: EMPLOYING AGENT REQUEST FOR RENEWAL OF THE CSEP

I hereby request **renewal** of a Charter School Educator Permit (CSEP) for the aforementioned applicant to serve as indicated below. *(Summative Rating for service under previous CSEP must be attached.)*

_____	_____	_____	_____
School	Endorsement	Grade(s)	Expiration Date of School's Charter
_____		_____	
Signature of Chairperson of the Governing Council of the Charter School		Date	
_____		_____	
Typed or Printed Name of Person Signing Above		Title	
_____		_____	
Telephone		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

INSTRUCTIONS TO APPLICANT FOR CHARTER SCHOOL EDUCATOR PERMIT
THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET

Applicant:

- a. Complete Parts I, II, III and IV, including your original signature.
- b. Attach official transcript(s). Copies will not be accepted.
- c. Return the completed application to Executive Director of the charter school.

Charter School:

- a. Part V or VI is to be completed by the chairperson of the governing council of the charter school.
- b. If requesting a CSEP renewal, submit documentation of the results of the summative rating on the educator's annual educator evaluation for the previous school year.
- c. Educator has been entered into the Connecticut State Department of Education (CSDE) Educator Data System (EDS) with an assignment code appropriate to the endorsement sought under the CSEP.
- d. Return the completed application, including transcripts and checklist to the Bureau of Educator Standards and Certification.

CONNECTICUT ENDORSEMENT CODES

Teaching Endorsements

010	Business, 7–12	072	School Nurse-Teacher
015	English, 7–12	073	School Dental Hygienist-Teacher
018	French, 7–12	089	Marketing Education, 7–12
019	German, 7–12	101	World Language Instructor, Elementary
020	Italian, 7–12	102	Remedial Reading & Remedial Language Arts, 1–12
021	Latin, 7–12	104	Cooperative Work Education/Diversified Occupations
022	Russian, 7–12	110	Unique Subject Area
023	Spanish, 7–12	111	Teaching English to Speakers of Other Languages (TESOL), PK–12
024	Other World Language, 7–12	112	Integrated Early Childhood/Special Ed., Birth–Kindergarten
026	History & Social Studies, 7–12	113	Integrated Early Childhood/Special Ed., Nursery -K–Elem. 1–3
029	Mathematics, 7–12	165	Comprehensive Special Education, K–12
030	Biology, 7–12	215	English, Middle School
031	Chemistry, 7–12	226	History & Social Studies, Middle School
032	Physics, 7–12	229	Mathematics, Middle School
033	Earth Science, 7–12	230	Biology, Middle School
034	General Science, 7–12	231	Chemistry, Middle School
035	Driver Education	232	Physics, Middle School
040	Agriculture, Pre-K–12	233	Earth Science, Middle School
041	Vocational Agriculture, 7–12	234	General Science, Middle School
042	Art, PK–12	235	Integrated Science, Middle School
043	Health, PK–12	305	Elementary, 1–6
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
062	School Library Media Specialist		

Administrative Endorsements

085	School Business Administrator
092	Intermediate Administration or Supervision
093	Superintendent of Schools
097	Reading and Language Arts Consultant
105	Department Chairperson