

# CONNECTICUT DEPARTMENT OF EDUCATION



## DISTRICT ORIENTATION TO CONNECTICUT CERTIFICATION

*Subject to regular updates and/or changes. Please check for updates at [www.ct.gov/sde/cert](http://www.ct.gov/sde/cert).*

# BUREAU OF EDUCATOR STANDARDS & CERTIFICATION

[WWW.CT.GOV/SDE/CERT](http://WWW.CT.GOV/SDE/CERT)

[CT.gov Home](#) / [Department of Education](#) / [Teachers & Administrators](#) / [Certification](#) / [Bureau of Certification](#)

Becoming Certified in Connecticut >

Renewing / Upgrading Your Certification >

Certification Guides and Fact Sheets >

COVID-19 Updates for Educators >

Interstate Flexibility and CT Reciprocity >

Cross-Endorsements / Adding Endorsements to Your Certificate >

Educator Preparation Programs >

Certification News and Alerts >

Certification FAQ >

Contact Us >

Search Department of Education

by Keyword

## Bureau of Certification

**Guidance for Applicants:** The Bureau of Educator Standards and Certification Public Phone Lines have been reopened, with limited hours, Mondays and Thursdays from 12-2pm. During the peak months of May through September, initial review of an application may take 8-12 weeks. Please wait at least 12 weeks from your application date to inquire about the status. After that time, you may email inquiries to [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov). In addition, please note there is a current delay in the printing and mailing of issued certificates. However, you can log into your CECS account and print a copy of your certificate while waiting for the official one to arrive in the mail. We appreciate your patience and professionalism as the Bureau works diligently to meet the needs of Connecticut educators.

### COVID-19 Updates for Current Educators, Pending Applicants & Districts

Updated information on educator preparation, testing, TEAM, certification, and district resources.

#### CECS

Use our online system to apply for certification, reset password and recover your username

#### Aspiring Educators

Becoming a certified educator or Connecticut educator preparation program completers

#### CT Certified Educators

For Connecticut certification holders: renew, upgrade or add an endorsement

#### Coaches

Apply for the first time or renew a permit

#### Out of State Educator

Obtaining Connecticut certification for out-of-state educators and program completers

#### District Resources

Forms, tutorials, data reporting and regulatory procedures

### Top Links

[Educator Certification Public Lookup](#)

# CERTIFICATION RESOURCES FOR DISTRICTS

## Certification Resources for Districts

Overview

Contact

Provided by:  
Department of Education

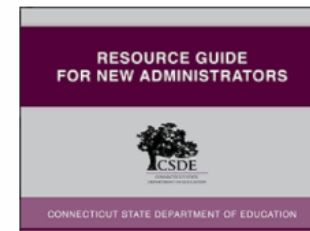
### Overview

Flexible Staffing Strategies for Districts and LEAs (Recorded Webinar)  
Information about updated forms, strategies and tools for staffing educator positions.

Public Lookup:  
Educator Information

Certification  
News and Alerts

- [Durational Shortage Area Permit \(DSAP\)](#)
- [Substitute Teacher Authorizations](#)
- [Temporary Emergency Coaching Permit](#)
- [Charter School Educator Permit \(CSEP\)](#)
- [Forms for District Use](#)
- [Compliance](#)
- [TEAM](#)
- [FOIA Requests](#)



### Durational Shortage Area Permit (DSAP)

- Authorizes service in CT boards of education ([ED 177 Application](#)) when applicants have been determined to be missing requirements for the certification area being taught.
- The application should be for a permanent placement.
- Minimally, a bachelor's degree from a regionally-accredited higher education institution is required

# STATUTORY REQUIREMENTS

Connecticut General Statutes state:

*“No teacher, supervisor, administrator, special service staff member or school superintendent shall be employed in any of the schools of any local or regional board of education unless such person possesses an appropriate state certificate [CONNECTICUT] nor shall any such person be entitled to any salary unless such person can produce such certificate dated previous to or on the first day of employment.” (Sec. 10-145(a))*

**Appropriate authorization is required prior to issuance of a formal employment contract.**

# STATUTORY REQUIREMENTS (CONTINUED)

Connecticut General Statutes state:

*“If the State Board of Education determines that a local or regional board of education is not in compliance with any provisions of sections 10-144o to 10-149, inclusive, and section 10-220a, the State Board of Education may require the local or regional board of education to forfeit of the total sum which is paid to such a board of education from the State Treasury an amount to be determined by the State Board of Education...” (Sec. 10-145(b))*

Service without an active, grade/subject appropriate certificate places the teacher out-of-compliance and jeopardizes any potential Teacher Retirement Credit (TRB) as directed in Connecticut General Statutes, Section 10-183b(26).

# MANDATED BACKGROUND CHECKS

## CRIMINAL HISTORY

A criminal history records check is conducted by the State Police on ALL applicants seeking certification. The Bureau has no control over the timeline for routine background checks

## DEPARTMENT OF CHILDREN AND FAMILY (DCF)

C.G.S. 10-221d(g) requires a records check for ALL applicants seeking certification. If notification is received that the applicant is listed on the DCF child abuse and neglect registry, the application for the certificate, authorization or permit must be denied.

## District Responsibility

- Required to fingerprint each person hired within **30** days of employment.
- If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district must notify the Bureau of Investigations and Professional Practices.

Note: Educators on DCF registry may work directly with DCF to be removed from registry.

# TYPES OF CERTIFICATES

## **Initial Educator Certificate**

- Valid for three years
- Requirements to advance: 10 months of successful service & completion of TEAM, or two years of appropriate nonpublic or out-of-state service
- May be renewed if educator has not served under certificate

## **Provisional Educator Certificate**

- Valid for eight years
- Requirements to advance: 30 school months of successful service under the Provisional Certificate in CT and advanced coursework
- **Note:** Teaching certificate require master's degree (as of 7/1/18); #092 requires 30 credits beyond master's degree
- Renewable if educator has not met requirements to advance

## **Professional Educator Certificate**

- Effective 7/1/22, valid for ten years
- Renewable

# TYPES OF CERTIFICATES (CONTINUED)

## **Temporary Certificates/Permits/Authorizations**

- Nonrenewable Interim Educator Certificate
- Temporary 90-Day Certificate
- Resident Educator Certificate
- Durational Shortage Area Permit (DSAP)
- Visiting International Teacher Permit (VITP)
- Long-Term Substitute Authorization
- Temporary Authorization for Minor Assignment



# ASSESSMENT DEFERRAL

## **Nonrenewable Interim Certificate**

- Issued at the Initial or Provisional level
- Must meet all certification requirements other than assessments
- Valid for three years
- Must pass all deferred assessments prior to the expiration date to prevent lapse in certification

If all deferred assessments are met prior to the expiration date of the interim certificate, deficiencies are automatically removed, and a new certificate is issued.

*Available to Out-of-State Candidates Only\**

*\*Issued to in-state graduates (summer 2020) under Executive Order #7C*

# SUBSTITUTES

## **Daily Substitutes w/Bachelors Degree**

- Hired at the local level; require no authorization from CSDE
  - Cannot exceed 40 days in the same assignment\*
- \*Can only serve as “Ms. Smith, grade 4” for 40 days in the academic year

## **Daily Substitutes w/out a Bachelors Degree**

- Minimum requirements: At least 18 years old, high school diploma or equivalent and experience with school-age children
- Cannot exceed 40 days in the same assignment
- Online application available on District Resources page

## **Long-Term Substitute Teacher Authorization**

- For service in the same assignment for 40+ days in a school year
- Requires bachelor’s degree and 12 credits in the subject area
- Cannot be issued for special service or administrative endorsements
- Form ED 175

# DURATIONAL SHORTAGE AREA PERMIT

## **Required Qualifications**

- Bachelor's degree from a regionally accredited institution
- 12 semester hours of credit in the subject area
- Enrollment in approved certification program, if required (many cross-endorsements do not require enrollment in a program)

## **District must request the DSAP**

- Application ED 177
- ED 177 Attachment (evidence of enrollment) requires signature of district and Certification Officer

## **Only valid for service in requesting district**

## **May be renewed twice if:**

- District submits new ED 177 requesting reissuance
- Candidate has completed an additional nine credits during previous DSAP period
- Note: Renewal of DSAP for Special Education (#165) requires passing score on the Praxis II Special Education test

# PARAEDUCATOR EQUIVALENCY

## **Paraeducator Equivalency for Temporary Authorizations**

- A district may request a Temporary Authorization (Long Term Substitute or Durational Shortage Area Permit) in special education for a paraeducator who:
- Has 20 months of successful service as a paraeducator (accepted in lieu of 12-credits)
- Meets all other requirements for corresponding temporary authorization

# SPECIAL AUTHORIZATIONS

## Temporary Authorization for Minor Assignment (TAMA)

- Candidate must have a primary assignment in the district in an area for which they hold a valid certificate
- Authorizes educator to teach *up to 2 periods per day* in separate subject area
- Requires 12 credits (6 with good cause) in subject area for which the minor assignment is requested
- Educators who hold only elementary certification are not eligible

# TRANSITIONAL CERTIFICATION

## Temporary 90-Day Permit

Issued to candidates who have completed an approved Connecticut alternate route to certification program:

- Requires district request (ED 172)
- Position should be one expected to extend beyond the 90-day period
- All assessment requirements must be met; no testing deferrals
- Following a successful 90-day period, candidate applies for Initial Educator Certificate (ED 172A); district attestation to successful service under 90-Day Certificate should be signed no earlier than two weeks prior to the expiration of the 90-Day Certificate

# TRANSITIONAL CERTIFICATION

## Resident Educator Certificate

Available to candidates enrolled in an approved program with an established residency model:

- Valid for two years; may be extended for one additional year
- Requires the submission of form ED 199 - completed in conjunction with the employing school district and certification program
- Requires at least one of the following:
  - Passing scores on all assessments required for endorsement; **or**
  - Major or 30 credits in endorsement area; **or**
  - Completion of at least one year in the residency program
- Following at least one year of successful service as teacher of record under Resident Educator Certificate, candidate then applies for Initial Educator Certificate with forms ED 170A

# VISITING INTERNATIONAL TEACHER PERMIT (VITP)

- Issued for one year – renewable up to five times
- Teachers come to Connecticut from Spain, China and other countries via approved DOD exchange programs under J-1 Visas
- Candidates are fully certified in their home country, most have master's degrees, at least 3 years of teaching experience, and backgrounds in bilingual and multicultural education
- Passing scores on ACTFL OPI in English or equivalent required
- District Responsibility: work with sponsoring agency, provide salary and benefits, provide mentoring, support and professional development

*For additional information, email [Wendy.Harwin@ct.gov](mailto:Wendy.Harwin@ct.gov)*



# CERTIFICATION FLEXIBILITY

- **Emergency Pathways for Special Education Paraeducators**
  - Two years of experience as a SpEd para may be accepted in lieu of 12 credits in special education for issuance of a Long-Term Substitute Authorization or DSAP
  - All other requirements must be met (e.g., bachelor's degree)
- **DSAPs for endorsements not identified as a Designated Shortage Area**
- **Kindergarten and Birth to Three Authorizations**
  - Educators who hold an Elementary, 1-6 (#305) certificate can request approval from Commissioner to serve in kindergarten for one school year
  - Educators who hold #113 or #165 certificate can request approval from Commissioner to serve in a Connecticut Birth to Three program
- **Substitute Authorization for Candidates Who Do Not Hold a Bachelor's Degree**
  - For service as a daily substitute
- **Science Crosswalk**

# CROSS ENDORSEMENT


Designated Subject Shortage Areas\* only require a passing Praxis II score to become cross-endorsed:

- Mathematics (4-8, 7-12)
- Science (4-8, 7-12)
- World Languages
- Technology Education (PK-12)
- Computer Science (P.A. 19-128)

\*excludes Special Ed., TESOL, Bilingual, School Library Media or Speech Language Pathology

# OUT-OF-STATE APPLICANTS

## INTERSTATE AGREEMENT

- Facilitates certification of teachers and special service educators from other states
- Applicable to all 50 states, D.C. and Puerto Rico
- Does not waive degree, experience, or assessment requirements, although some out-of-state tests may be accepted as equivalent and/or assessments may be deferred for three years
- Agreement does not apply to administrative certificates
- Direct educators to  on our website

# OUT-OF-STATE APPLICANTS (CONTINUED)

## **NORTHEASTERN RECIPROcity**

- An Initial certificate may be issued to candidates who hold a valid certificate (equivalent to a CT Initial certificate) in: Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont and Virginia. Exempts educator from Connecticut testing.
- Educator will be granted the closest comparable endorsement offered in Connecticut. (Early childhood endorsements most often result in an elementary endorsement, unless the out-of-state certificate is specific to early childhood special education.)
- Candidates with teaching experience (during past 10 years) should verify this service for possible issuance of a higher level of certificate.

# ASSESSMENT EXEMPTION

- For out-of-state applicants only
- Educator must hold a valid certificate in another state (equivalent to at least a CT Initial Educator Certificate); **and** have one of the following:
  - Three years of successful, full-time, appropriately licensed teaching experience in the endorsement area sought, within the past 10 years; **or**
  - A master's degree in the academic subject area for which certification is sought. Note: Pedagogical degrees (elementary education, special education, etc.) are **not** applicable.

# VALIDITY OF CERTIFICATES

## **Integrated Early Childhood/Special Education:**

- #112 authorizes regular and/or special education in Birth to K settings
- #113 authorizes regular education in PreK – grade 3 and special education **only** in grades PK-K

## **Elementary and Middle Grades endorsements:**

- May teach only grades and subject area(s) covered by the certificate
- May not teach up or down a grade level
- *Elementary (#013) authorizes K-6*
- *Elementary (#305) authorizes 1-6*

## **Elementary Bilingual (#902):**

- Authorizes teaching in grades K-9

## **Secondary Subjects, Grades 7-12:**

- May teach subject down to grade 5 in a departmentalized setting
- World language endorsements authorize teaching of the language down to grade 4

# OBSOLETE ENDORSEMENTS

**PK-8 (001)**

**Grades 1-8 (004)**

**Elementary K-6 (013)**

**Middle Grades 4-8 (006)**

Although no longer issued to new educators, these endorsements still authorize the teaching of all academic subject areas in grades listed

**Bilingual, PreK-12 (009)**

Although no longer issued to new educators, this endorsement still authorizes the teaching of all academic subject areas to bilingual students

# COACHING PERMITS

Any athletic coach of intramural or interscholastic athletics in elementary, middle or high schools, must hold a valid coaching permit, **regardless of coaching assignment or compensation.**

- **Five Year Renewable Coaching Permit**

- Requested by candidate (ED 185)
- Requires a valid CT Educator Certificate or completion of approved 45-clock hour coaching course
- Valid First Aid and CPR (online only not acceptable)
- Renewal requires 15 clock hours in workshops, seminars or coursework

- **Temporary Emergency Coaching Permit**

- Requested by district (ED 186)
- Valid for service in requesting district only
- May be reissued one time with proof of enrollment in a coaching course or two semester hours/30 clock hours in an approved coaching course
- First Aid and CPR completed within one year of application

***All coaching permits require concussion and head injury training (module 15) from CIAC. Concussion refresher module required every five years.***



# LAPSED CERTIFICATES

**Encourage all certified staff to monitor their certificates to avoid a lapse**

Lapse in certification may result in:

- Test requirements to regain endorsement
- A change in endorsement (may lose authorization to teach certain grades)
- An impact on teacher retirement contributions
- Compliance issues for the district

*Educators are responsible for maintaining their certificates and for being aware of requirements for renewal or advancement of a certificate.*

# ASSESSMENT CHANGES

**Tests are frequently regenerated, added, discontinued and/or replaced.**

- Praxis CORE eliminated as a certification requirement, except for bilingual endorsements. Bilingual certification may require Praxis CORE Writing
- CSDE may accept equivalent tests from other states; test results must be verified by out-of-state Department of Education or recommending college using form ED 711

**Updates are regularly posted under Certification News and Alerts and under the Guide to Assessments link**

[www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)

# EDUCATOR CERTIFICATION LOOKUP


Available under Top Links at [www.ct.gov/sde/cert](http://www.ct.gov/sde/cert) and at [Certification Resources for Districts](#)

**Educator Search Information**

\*Last Name:

\*First Name:

**OPTIONAL**(Search Within A District)

District:  

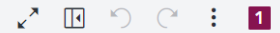
**AND**

\*Requestors Email:

\* Indicates Required Field

# EDSIGHT SECURE - ACTIVE CERTIFICATE SEARCH

Welcome to EdSight Secure!



Dashboard



INSIGHT INTO EDUCATION



Educator Preparation Providers (EPPs) - [Click here to access the EPP Quality Measures Report!](#)

Students

Educators

Instruction

Performance

[Early Indication Tool \(EIT\)](#)

[EIT for Teachers](#)

Provides data from EIT and other sources in one exportable file. Data can be integrated with your existing district data management system or used with the provided [Data Lookup Tool \(instructions\)](#). Data from this tool can be shared with teachers in order to decrease the amount of time spent on formal assessment upon return to school.

[English Learner \(EL\) Status Report](#)

[FAFSA Completion](#)

[Student Summary](#)

[New! Educator Diversity Dashboard](#)

[Educators With Active Endorsements](#)

[New! Comprehensive Local Needs Assessment \(CLNA\)](#)

[Students Receiving Rigorous Coursework Letters](#)

[New! Adjusted Cohort Graduation Rates](#)

[CMT/CAPT Science](#)

[Updated! Connecticut SAT School Day](#)

[Connecticut SAT School Day - PRINTABLE Student Report \(for current students only\)](#)

[Effect of SASID Changes on Secure Student Growth Reports](#)

[Updated! LAS Links Achievement/Mastery](#)

[LAS Links Growth](#)

[Updated! Next Generation Science Standards\(NGSS\) Assessment](#)

[New! EdSight Secure Resource Library](#)

[Need Help? Contact Us](#)

[EdSight Public](#)

EdSight Secure contains personally identifiable information that is confidential pursuant to federal and state law. By logging onto and accessing these data, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal and state law.

# ANNUAL COMPLIANCE REVIEW

Annual Certified Staff File Information (EDS)  
+  
Annual Certification Database Information (CECS)  
=  
Annual Compliance Report  
(Certification Verification Survey)

- Educators **must** hold an appropriate certificate for the position(s) in which they are serving.
- Districts who have educators in “unlisted teaching” or “unlisted non-teaching” assignments will receive a separate 90990/90995 report. Job descriptions must be provided for these positions.



# STATEMENT OF PROFESSIONAL EXPERIENCE (ED 126)

- List **only** endorsement(s) under which the educator has served
- Experience listed on ED 126 must be consistent with information entered in the certified staff file (EDS)
- If educator served under more than one endorsement, list experience on a separate line of the form - include percentage of time for each (FT = 0.5 FTE or greater / PT = less than 0.5 FTE)
- Include any leaves of absence on a separate line
- Remember to indicate successful/unsuccessful service
- ED 126 grid should **not** be completed by the educator; central office must provide all information
- Must include original signature of superintendent unless a letter authorizing another designee is on file with the CSDE

# ED 126

## (CONTINUED)

### **Successful vs. Unsuccessful Service**

District must indicate successful or unsuccessful service

Examples of unsuccessful service

- Misconduct
- Failure to meet district expectations

Unsuccessful service requires letter of explanation

Note: Unsuccessful service does not necessarily result in denial



# CONTACT INFORMATION FOR THE PUBLIC

**Website:** [www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)

**Email:** [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov)

**Telephone:** 860-713-6969

*(Monday & Thursday, Noon – 2:00 p.m.)*

**Street Address:** 450 Columbus Boulevard

Hartford, CT 06103

**Lobby Hours for leaving materials in SDE Drop Box:**

*8:30 a.m.-4:30 p.m. (Monday-Friday)*