




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools

FROM: Dr. Sarah J. Barzee, Chief Talent Officer 

DATE: September 24, 2018

SUBJECT: Update on process to apply for a Waiver of a Planned Program for the Superintendent of Schools Endorsement (#093)

Pursuant to Sec. 10-145d-585 of the *Regulations Concerning State Educator Certificates, Permits and Authorizations*, in addition to other requirements, a candidate applying for the superintendent of schools endorsement (#093) must present the recommendation of an approved institution where the applicant has completed a planned program of preparation for superintendent of schools.

The Connecticut State Department of Education (CSDE) believes that successful completion of a planned program unique to the role of superintendent of schools is important to prepare candidates for this critical role. While there may be unique circumstances in which a deputy or assistant superintendent has performed some of the roles and responsibilities typically performed by the superintendent of schools, in most cases an assistant superintendent or other central office administrator, would not have the opportunity to develop the skills and competencies required of those serving in the superintendent of schools role through job-embedded experiences alone.

In the rare case that an individual serving in a central office administrator role such as deputy or assistant superintendent believes they have developed the requisite skills and competencies to perform successfully in the role without completing a planned program specific to superintendent of schools, the individual, with the written recommendation of the superintendent, may apply to the Commissioner of Education for a waiver of the planned program. Effective September 2018, in addition to a recommendation from the superintendent, such individuals will be required to submit a portfolio that includes performance-based evidence of competency in the skills outlined in the *National Educational Leadership Preparation (NELP) Standards for District Leaders*.

The applicant's portfolio, as well as other documentation supporting the waiver request, will be reviewed by members of the CSDE Equivalency Advisory Committee established pursuant to Sec. 10-145d-614 of the *Regulations Concerning State Educator Certificates, Permits and Authorizations*. The Equivalency Advisory Committee is comprised of five (5) members, including: two superintendents, two representatives from Connecticut educator preparation programs and one person with expertise appropriate to the certification endorsement area of the applicant (i.e. superintendent).

Attached please find the rubric that will be used by the CSDE Equivalency Advisory Committee to evaluate whether an applicant can demonstrate an appropriate level of competency in order to be granted a waiver from the planned program and instead, be granted the certificate through equivalency pursuant to Sec. 10-145d-164. The decision of the denial of certification through equivalency by the Commissioner or the Commissioner's designee shall be final.

Please do not hesitate to contact me at 860-713-6848 or by email at sarah.barzee@ct.gov if you have specific questions.

Attachment