



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools  
Superintendents of Unified School Districts  
Directors of Public Charter Schools  
Directors of Approved Private Special Education Programs  
Executive Directors of Regional Educational Service Centers

**FROM:** Dr. Shuana K Tucker, Chief Talent Officer

**DATE:** November 5, 2020

**SUBJECT:** **Suspension of Portfolio 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 Connecticut State Agency Regulations, 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. Beginning in September 2018, and pursuant to Sec. 10-145d-614 of the Regulations, the CSDE established the Equivalency Advisory Committee 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).

Following the conclusion of the 2019-20 portfolio submission review process, the CSDE Equivalency Advisory Committee made recommendations to the Commissioner of Education which included the suspension of the portfolio process moving forward. Commissioner Cardona has reviewed the recommendations of the CSDE Equivalency Advisory Committee and has directed the Bureau of Educator Standards and Certification to discontinue the portfolio process whereby applicants were permitted to submit a portfolio to the CSDE in support of an application for a waiver of the planned program requirement of the superintendent of schools endorsement (#093).

As such, in accordance with Section 10-145d-585 of the Regulations, a candidate seeking to apply 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. Potential candidates are reminded that Connecticut General Statutes Section 10-157(b) authorizes boards of education, with the approval of the Commissioner, to hire an individual who does not hold an active superintendent of schools endorsement (#093) as 'Acting Superintendent' for a probationary period of up to one school year (the Commissioner can authorize a one-year extension of this period in exceptional circumstances).

Please do not hesitate to contact me at 860-713-6848 or by e-mail at [Shuana.Tucker@ct.gov](mailto:Shuana.Tucker@ct.gov) if you have specific questions.

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