



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools

FROM: Christopher M. Todd, Bureau Chief
Bureau of Educator Standards and Certification

DATE: December 16, 2021

SUBJECT: Streamlining the Annual Certification Compliance Process

The Connecticut State Department of Education (CSDE) is streamlining the annual process for validating the certification compliance of educators. The streamlined process will empower districts to self-monitor certification compliance status by using reports in the Educator Data System (EDS) to proactively address any non-compliance issues. Specifically, the CSDE will not send the annual compliance packages electronically or by US mail and districts will no longer need to respond on each compliance issue and return a signed paper package to the CSDE. Instead, districts will self-monitor and address compliance issues as they find them and make the necessary changes in EDS.

The streamlined process, outlined on the following page, will be implemented by the Bureau of Educator Standards and Certification (BESC) starting in 2021-22. It is important to note that this shift does not change any requirements set forth in regulations and/or statute, nor does it add new requirements. Furthermore, this shift does not alter the BESC current practice of notifying educators when they are out of compliance in February and, if they remain out of compliance at the end of May, notifying the Teacher Retirement Board (TRB) of the educator's non-compliance status.

This shift will greatly reduce paperwork and provide flexibility for districts. For instance, the EDS Certification Compliance reports update nightly, so if a compliance error is due to inaccurate data in EDS, these data can be corrected immediately to eliminate the error. If the compliance error is due to an educator who is not appropriately certified to hold their position (e.g., pending application or lapsed certificate), district staff can proactively work with the educator to bring them back into compliance.

The BESC, in conjunction with the Performance Office, will continue to monitor educator compliance throughout the year and conduct targeted interventions with select districts as necessary to help them maintain compliance.

A brief [informational session \(register here\)](#) will be held on Tuesday, January 11, 2022, at 3:00 pm to review this process and clarify any questions.

Thank you for your continued cooperation to ensure that all teachers are appropriately certified to serve students in Connecticut.

CMT:jf

cc: Charlene M. Russell-Tucker, Commissioner
Dr. Shuana K. Tucker, Chief Talent Officer
Ajit Gopalakrishnan, Chief Performance Officer
Julianne Frost, Education Consultant, Bureau of Educator Standards & Certification
Raymond Martin, Education Consultant, Performance Office

Certification Compliance Process for 2021-22 and Beyond

Step	Annual Timeline
<p>1. Districts Self-Monitor Compliance through EDS Use the following four reports in the EDS Reports section that were previously issued to districts on paper:</p> <ul style="list-style-type: none"> • Staff Active Certificates List • Staff Certificates Expiring in the Next 18 months • Staff Out of Compliance • Staff Out of Compliance with Assignment Codes 90990/90995 <p><i>TIP: Upload data early for the new year. Reports update nightly.</i></p>	<p>Ongoing from the beginning of the school year</p>
<p>2. Specialized Situations (if any) Upon approval by BESC, the specialized cases below will be excluded from the “Staff Out of Compliance Reports” in EDS.</p> <ul style="list-style-type: none"> • Unlisted Assignment Codes (90990/90995): Districts must seek written BESC approval before using either of these codes. • District Requested One Year Assignment Waivers: Special waivers granted by the CSDE to work outside of an educator’s endorsement(s). This is separate from the DSAP/TAMA process. • Specialized Endorsements: Specialized approval written into educators’ endorsements to teach certain subjects. 	<p>By January 15</p>
<p>3. EDS Reporting Data Freeze</p> <ul style="list-style-type: none"> • As in past years, CSDE will take an extract of EDS that will be used for public reporting through EdSight. Changes, updates, and corrections can be made to EDS after this time but will not be reflected in the publicly reported data. • Beginning in 2022-23, the CSDE will publish reports on EdSight listing each district’s percentage of staff who are fully certified, working under emergency certificates, and without proper certification. 	<p>January 31</p>
<p>4. Educator Notification Educators who are out of compliance with their certification are notified by the BESC of their status</p>	<p>February</p>
<p>5. TRB Notification If educators identified in February remain out of compliance:</p> <ul style="list-style-type: none"> • The educators will receive a second letter informing them of their status. • The educators’ districts will be informed of the educators’ continued out of compliance status. • BESC will inform the TRB, as inappropriately certified or noncertified individuals are not eligible to contribute to TRB. 	<p>May 31</p>

If your district/school needs additional assistance with compliance procedures or determining which endorsements allow an educator to teach a certain subject or fill a certain role, please contact Julianne Frost at julianne.frost@ct.gov. Please indicate “Compliance” in the subject line of the email.