



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Superintendents of Unified School Districts
Superintendent of the Connecticut Technical & Education Career System
Directors of Regional Educational Service Centers
Principals of Endowed and Incorporated Academies
Directors of Approved Private Special Education Programs
Directors of State Charter and Magnet Schools

FROM: Dr. Shuana Tucker, Chief Talent Officer
Bureau of Educator Standards and Certification

DATE: November 27, 2023

SUBJECT: Annual Certification Compliance Report Process

This is a reminder that since the 2021-22 school year, the Bureau of Educator Standards and Certification (BESC) has not been sending individual compliance reports to each district in the state. As this information is readily available through the Educator Data System (EDS), districts have been responsible for monitoring their own reports as needed.

Please note that this does not change requirements set by regulations and statute. The Bureau of Educator Standards and Certification, in conjunction with the Performance Office, will continue to conduct an annual certification compliance review to verify that all educational staff possess the appropriate state authorization, permit or certification for the subject/area/grade in which they serve. However, by monitoring remotely, our hope is that the reduction in paperwork will be helpful to all districts.

From the EDS Home Page, districts can click on the “Reports” tab to view the following:

- Staff Active Certificates List
- Staff Certificates Expiring in the Next 18 Months List
- Staff Out of Compliance
- Staff Out of Compliance with Assignment Codes 90990/90995

Although a formal, signed compliance report does not need to be returned to the Connecticut State Department of Education (CSDE), regular attention should be given to the status of certificates and authorizations held by staff in your district and/or schools. If a compliance error is reflected, changes or corrections must be made in the EDS to resolve the error. The CSDE will monitor compliance status throughout the school year and will notify both districts and the Teacher’s Retirement Board (TRB) in writing of any unresolved errors at the end of the school year.

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As use of Unlisted Assignment codes (90990/90995) requires written pre-approval, districts that utilize these assignment codes must **create and forward this report only, along with copies of those approval letters/emails they received, to SDEdistricts.cert@ct.gov no later than January 12, 2024** A single email from the district with the 90990/90995 report and all pre-approval letters attached is preferred.

The current Assignments Codes List is available on both the [EDS help page](#) and on the [Districts Resources](#) page of the CSDE website to assist you with making changes in the EDS. If your district/school needs additional assistance with compliance procedures or the appropriate use of assignment codes, you may contact Julianne Frost at julianne.frost@ct.gov. Please indicate “Compliance” in the subject line of the email.

In February 2024, educators who continue to be identified as teaching out of field and/or out of grade range, or who are not certified, will be sent a letter notifying them of their status.

After May 31, 2024, those districts that have not resolved all compliance errors will be sent a letter indicating outstanding compliance issues. At that time, the Connecticut State Department of Education will also notify the individual educator and the Teacher’s Retirement Board (TRB), as inappropriately certified or noncertified individuals are not eligible to contribute to the TRB. A break in service due to a lapsed certificate or inappropriate assignment may affect the teacher’s retirement contribution.

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

ST:jf