

CertAlert

DISTRICT ALERT

Connecticut Educator Certification News from
the Connecticut State Department of Education



June 2022

Electronic Submission of District-Based Applications & Forms

The Bureau has a designated district email address for the electronic submission of district-based applications and forms. To submit forms electronically, please utilize the SDEdistricts.cert@ct.gov email address. To ensure timely receipt, districts should NOT submit forms to the teacher.cert@ct.gov email address. Districts may also utilize the district email address or the designated superintendent's phone lines for additional inquiries. Please allow up to three business days to receive a written response to district inquiries.

Submitting Applications for Temporary Authorizations

Durational Shortage Area Permit OR Substitute Teacher Beyond 40 Days

If the employing district is interested in seeking a temporary authorization for an educator, please submit one type of application form, and allow eligibility to be determined, before submitting additional applications for the same position. If the district needs assistance in selecting the appropriate application, please contact the Bureau to determine which temporary authorization would be most appropriate for the assignment.

If an application for Durational Shortage Area Permit (DSAP) is submitted and the candidate is determined ineligible, the Bureau will notify the district, and at that time, the district may then submit the ED 175 — Extension of Substitute Teacher Authorization Beyond the 40-Day Limit (LTS) application. The Bureau will honor the original application submission date of the DSAP application when processing the LTS authorization.

Durational Shortage Area Permit (DSAP) ED 177 Application

- Authorizes service for CT boards of education when applicant is determined to be missing requirements for the endorsement area being taught.
- The application should be for a permanent placement.
- Minimally requires a bachelor's degree from an accredited higher education institution and 12 semester hours of credit in the area to be taught (submit official transcripts).
- Enrollment in an approved preparation program is required (ED 177 Attachment), when an approved program of preparation is required to obtain the actual certificate.

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- For those teachers adding an additional endorsement, the ED 177 Attachment is not required, unless an approved program is required to add the cross-endorsement.
- Once the DSAP is approved, the hiring board of education should input the person into the [Educator Data System \(EDS\)](#).
- A person who is issued a DSAP is not enrolled in the TEAM Program.

Substitute Teacher Beyond 40 Days (LTS)

- For any position that will cover more than 40 school days in a school year;
- Requires bachelor's degree and 12 credits in content/subject area;
- District submits an [ED 175](#) application packet, including official transcript(s) and a letter from the district identifying their recruitment efforts to fill the vacant position; and
- Issued for one school year at a time; expiration date is always June 30th of the current school year. To obtain this authorization in a subsequent year, a new application must be submitted for review.

