



CT TEACHERS' RETIREMENT BOARD
165 CAPITOL AVENUE HARTFORD CT 06106-1673
Toll-Free 1-800-504-1102 (959) 867-6333 Fax (860) 525-6018 www.ct.gov/trb

Certification and Membership in the CTRS Questions & Answers

What are the requirements to become a member of the Connecticut Teachers' Retirement System (CTRS)?

To become a member of CTRS you must meet **all** of the following eligibility requirements:

- You are employed in a position in a Connecticut public school that requires certification issued by the State Department of Education.
- You hold the required certification.
- You are employed for at least an average of half a school day.

Your membership in the Teachers' Retirement System will begin the month in which you start working provided it is on the first working day of the month.

If I meet all of these eligibility requirements, is membership optional?

No. If you meet all of the eligibility requirements, membership and participation in the Teachers' Retirement System is mandatory.

I am employed as a School Business Administrator in a position that requires a School Business Administrator Certificate (Endorsement Code 085). Am I eligible to join CTRS?

No. Although certification is required for this position, it is not eligible for membership in CTRS.

If I am employed as a member of the professional staff in an educational role with the State Board of Education or with one of the State of Connecticut's public universities or colleges, may I join CTRS?

Yes. You will be given the option to enroll in the Teachers' Retirement System, the State Employees' Retirement System or an alternate retirement program. Members of the professional staff at state facilities are exempt from the requirement to hold Connecticut certification.

I started teaching in September 1998 but my certification became effective on December 15, 1998. Can I receive credit for the time I was not certified?

No. Membership credit cannot be granted for the time period prior to your certification. For CTRS purposes, your membership in the system will begin in January, 1999; your status on the first working day of the month determines your status for that month.

I held certification in another state before I came to Connecticut. Is it still necessary for me to apply for a Connecticut teaching certificate?

Yes. Although you were certified in another state, you must apply for a Connecticut teaching certificate. You may obtain the **Certification for Out-of-State Applicants Fact Sheet** from the State of Connecticut Department of Education's office or website www.sde.ct.gov/sde.

While I was teaching, my certification lapsed for a period of six months. How will this affect my eligibility and credit in CTRS?

Since you were not certified for this period, you were not eligible for membership or credited service. Any contributions that were made during this period would be refunded to you and service for this period of time would be cancelled.

My principal has asked me to teach in an area for which I am not certified. Will this affect my CTRS eligibility?

Unless the State Department of Education grants you temporary authorization under their regulations to perform this assignment, your eligibility to participate in CTRS may be affected depending on how many classes you teach outside of your area of certification. If you teach more than 50% of the time in an area outside of your certification, you will not be eligible for CTRS membership or any retirement credit.

Last year I taught a total of full time (100% F.T.E.) but two of these classes (40% F.T.E.) were in an area for which I did not have the proper certification as authorized by the State Department of Education. How will this affect my membership in CTRS?

In this situation, since you were teaching 60% of the time in an area for which you were certified, your CTRS membership will reflect you being a 60% F.T.E. teacher for this period of service.

Who should I contact if I have additional questions regarding my Connecticut teaching certification?

Please contact the State Department of Education, Certification Division.

Preparation, Certification, Support and Assessment
Connecticut State Department of Education
PO Box 150471
Hartford, Connecticut 06115-0471

Telephone: (860) 713-6969

Fax: (860) 713-7017

E-mail: teacher.cert@ct.gov

Website: <http://www.sde.ct.gov/sde>