



**TEACHERS' RETIREMENT BOARD**  
**165 Capitol Avenue**  
**Hartford CT 06106-1673**

August 1, 2025

**Re: Connecticut Teachers' Retirement System – Job Description Eligibility**

The Connecticut Teachers' Retirement Board will not pre-screen individuals or positions for eligibility in the State Teachers' Retirement System.

Every position for which a person is hired must have an approved Official Job Posting that is then submitted for evaluation as to eligibility for the State Teachers' Retirement System and for system credit. A person's employment contract or appointment letter must also be submitted for evaluation, if applicable.

Definition of Job Posting- The job description the district, state or University publicity released to recruit for the position, and for which the candidate submits the application.

**Eligibility**

Membership in the Connecticut Teachers' Retirement System is compulsory for all certified personnel of Connecticut public schools who are employed as:

- Teachers
- Permanent Substitute Teachers (employed in the same assignment for ten months during the school year)
- Principals, Assistant Principals or Supervisors
- Superintendents, Assistant Superintendents

Who meet all of the following requirements:

1. Possess a certificate or durational shortage area permit (DSAP) issued by the State Board of Education for the position in which they are employed.
2. Occupy a position, which requires the incumbent to possess certification \*.
3. Work an average of at least one half of a school day.

Members of the professional staff of the State Board of Education or the Board of Higher Education or any of its constituent units are exempt from certification requirements but must be working in an educational role.

\* "Educational role" or "educational capacity" means having duties and responsibilities that would require a certificate issued by the State Department of Education if performed in a public school in the State of Connecticut.



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Membership in the Teachers' Retirement System will begin the month in which employment began provided it is on the first working day of the month. Members who receive certification after the first working day of the month are not eligible for membership for that month.

Members of the Teachers' Retirement System earn one month of credited service for each month worked from September 1 through June 30 to a maximum of 10 months in a school year. Ten months of Connecticut public school service equals one year of service.

If you have reported an employee as a member of the Retirement System and later realize that the employee was not eligible for membership, report the reason for the error on a memorandum and send it to the Teachers' Retirement Board. The Teachers' Retirement Board will notify the district with the proper course of action.

For additional information with regards to policies and procedures please see the Administrative Procedures Manual on our website at [www.ct.gov/trb](http://www.ct.gov/trb). Any inquiries related to certification requirements should be directed to the State Department of Education.

Please contact the TRS Administrator, Helen Sullivan, if you have any questions.

Sincerely,

The Connecticut Teachers' Retirement Board