



## CT TEACHERS' RETIREMENT BOARD

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TO: Superintendents of Schools  
Superintendents of Unified School Districts  
Directors of Public Charters  
Executive Directors of Regional Educational Service Centers

FROM: Helen Sullivan, Administrator

DATE: August 5, 2022

SUBJECT: Substitute Teacher Authorization & CTRS Membership Eligibility

Pursuant to Section 10-183b(26) of the Connecticut General Statutes (C.G.S.), "Teacher" means any teacher, permanent substitute teacher, principal, assistant principal, supervisor, assistant superintendent, or superintendent. A "permanent substitute teacher" is one who serves as such for at least ten school months during any school year.

Individuals who meet the definition of permanent substitute teacher are entitled to membership credit, provided:

- The individual is employed on the first working day of each month of the ten-month school year;
- The individual is working at fifty percent full-time equivalency or greater;
- The individual maintains the same assignment for the full ten-month school year; and
- The individual holds active Initial, Provisional, or Professional certification or a Durational Shortage Area Permit for the corresponding position or assignment.
  - ❖ Authorizations for the Department of Education, including Long-Term Substitute Authorization, are ineligible for active membership credit as they are not a pathway or advancement to certification.

Pursuant to section 10-183e(b)(10), any member may purchase forty or more days of service as a substitute teacher in a single public school system within the state of Connecticut in any school year, provided eighteen days of such service shall equal one month of credited service.

Members who join the CTRS system and were previously ineligible for active membership credit in a long-term substitute position have the option to purchase prior substitute service as additional service credit, provided:

- The individual worked a minimum of forty days in a single assignment at one hundred percent full-time equivalency; and
- The individual held an active Connecticut teaching certification, a durational shortage area permit, or long-term substitute authorization for the length of the teaching assignment.