



# Make An Educated Choice..... Read Our Certification Newsletter



Connecticut State Department of Education

Issue 7

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## ***SPECIAL EDITION: HIRING FOR 2000-2001***

### **How to Find Certified Teachers and Administrators**

We encourage you to use the web site developed by the Connecticut Regional Education Application and Placement Program (REAP). REAP is designed to allow candidates to apply on-line for teaching, support services and administrative positions in Connecticut public schools. The services provided by REAP include a job search of potential positions, search tips, and a listing of statistics and school information for each district. REAP can be accessed at [www.ctreap.net](http://www.ctreap.net). An applicant can send one application to the over 112 districts that participate at this time.

### **How to Fill Positions in Shortage Areas**

Shortage areas in Connecticut currently include the following areas: Spanish, technology education, home economics, mathematics, science (specifically physics, earth science, and general science), school library-media specialist, speech and language pathology, bilingual education, TESOL, integrated early childhood/special education (#113) and music. Districts may also experience other shortages.

If you cannot find an appropriately certified candidate, you may apply for issuance of a *Durational Shortage Area Permit (DSAP)* by submitting an application requesting issuance of a DSAP (ED 177) along with the following credentials:

- Official transcripts showing completion of at least 12 semester hours of credit in the subject for which the DSAP will be issued;
- Evidence of meeting the Praxis I Computer-Based Tests (CBT) requirement. (Praxis I CBT is not required if the applicant already holds a valid Connecticut certificate.) A DSAP cannot be issued with an assessment deferral;
- A letter from the superintendent of schools outlining the steps taken to secure an appropriately certified applicant, including the specific locations and dates of media advertisements for the position. If appropriately certified applicants applied, a statement must be included providing the reason these candidates were not suitable for the position; and

Evidence of enrollment in a planned program leading to certification in the subject for which the DSAP will be issued (Not required if the applicant already holds a valid Connecticut teaching certificate and is taking course work towards a cross endorsement, with the exception of the integrated early childhood/special education endorsements (#112 and #113) and remedial reading and remedial language arts.)

### **Shortage Area Statistics for 1999-2000**

#### **Top Ten Durational Shortage Area Permits (DSAPs) (1999-2000)**

- (1) Spanish, Grades 7 - 12
- (2) School Library-Media Specialist
- (3) Technology Education, Pre-K - Grade 12
- (4) Comprehensive Special Education, Grades, 1 - 12
- (5) Mathematics, Grades 7 - 12
- (6) Physics, Grades 7 - 12
- (7) Home Economics, Pre-K - Grade 12
- (8) Music, Pre-K - Grade 12
- (9) School Counselor
- (10) Remedial Reading and Remedial Language Arts, Grades 1 - 12

#### **Top Ten Temporary Authorizations for Minor Assignment (1999-2000)**

- (1) Spanish, Grades 7 - 12
- (2) Health, Pre-K - Grade 12
- (3) English, Grades 7 - 12
- (4) French, Grades 7 - 12
- (5) History and Social Studies, Grades 7 - 12
- (6) Mathematics, Grades 7 - 12
- (7) General Science, Grades 7 - 12
- (8) Physics, Grades 7 - 12
- (9) Italian, Grades 7 - 12
- (10) Earth Science, Grades 7 - 12

### **Other Hiring Suggestions**

Attend recruitment fairs throughout the state. If one doesn't exist in your area, consider organizing one with other surrounding towns;

Contact the Alternate Route to Certification (ARC) program at 860-947-1300;

Contact Certification Officers at Connecticut colleges and universities to interview recent graduates, especially in shortage areas;

Encourage your own staff to obtain additional endorsements in shortage areas;

Look for new teachers with multiple endorsements. You will have more flexibility with placement;

For positions that require two endorsements, consider the temporary authorization for a minor assignment. The minor assignment allows a teacher with at least 12 credits in another subject to teach in that subject for no more than two periods a day. To request a minor assignment, submit form ED 173;

Provide financial incentives to add endorsements and teach in shortage areas.

### **Hiring Recent Graduates From Connecticut Colleges and Universities**

Connecticut graduates apply for certification on a "short form application." This application includes the recommendation for certification from the certification officer of the institution. The certification officer cannot recommend an individual for certification who has not successfully completed both the Praxis I Computer Based Tests as well as the Praxis II subject area assessments. The average turn around time in the summer, for these applications, is four weeks.

### **Hiring Out-of-State Graduates or Out-of-State Experienced Teachers**

Connecticut participates in the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract with 39 states. The interstate agreement is mainly for teaching endorsements, and is not reciprocity. If a teacher has graduated from a NASDTEC state and holds a valid Level II certificate from that state, or has three years of appropriate experience within the last seven years from a NASDTEC state, and holds a valid Level II certificate from that state, that person will be eligible for a comparable certificate in Connecticut. Assessment requirements are not part of the interstate agreement, and must be met within one year.

If you are hiring someone from out-of-state holding a certificate which has an assessment deferral, please be aware that the certificate is non-renewable. Because all assessments must be met by the expiration date of the certificate, encourage these teachers to sign up for the exams as soon as possible.

Praxis I Computer-Based Tests are given at the Sylvan Learning Centers throughout the state. The nationwide registration phone number is 800-853-6773. Praxis II is given by the Educational Testing Service (ETS). To contact ETS for registration information, call 609-771-7395 or access their web site at [www.ets.org](http://www.ets.org). Praxis II is offered six times a year, with no administrations available during the summer.

### **How to Obtain Credit Through Examination**

Charter Oak State College in New Britain offers examinations for credit, including Regents, DANTES, CLEP, and GRE testing programs. Please be aware that to accept any of these exams for certification purposes, all credits must be listed on an official transcript. For more information, contact the college at 860-832-3838.

Do you have a teacher in your district who is fluent in a foreign language, but does not hold a foreign language endorsement, and would make an excellent foreign language teacher? To determine language fluency, the state department of education is now using the ACTFL-OPI. The passing score is "Advanced Mid." The oral test can be done by phone or in person. Interested teachers should contact Language Testing International, Inc. at 914-948-5100 or by FAX at 914-948-0794.

### **When to File an Application for a Substitute Teacher Authorization**

With the shortage of teachers in some subjects, you often cannot fill a position with an appropriately certified teacher or by applying for a DSAP. In such cases, you may need to fill a position with a substitute teacher. Please remember that a person who holds a bachelor's degree from an approved institution, may serve as a substitute teacher in one district for an entire school year in different assignments without a substitute teacher authorization. In addition, a person who holds a valid Connecticut teaching certificate, a certificate of eligibility, or a standard or permanent certificate, may serve as a substitute teacher beyond the 40 days provided that the certificate is grade level and subject appropriate.

However, if a teacher is going to substitute teach for more than 40 days in your district in the same assignment and does not hold one of the certificates mentioned above, you must apply to the Bureau of Certification and Professional Development for a substitute teacher authorization on Form ED 175.

### **Coaching Reminders**

In order for an individual to work as a coach in a Connecticut public school, he/she must hold either a valid Temporary Emergency Coaching Permit (TECP) or a valid Five Year Renewable Coaching Permit.

In order for an individual to be eligible for a TECP, he/she must submit an application (ED 186), be at least 18 years of age, and provide either a copy of a high school diploma or an official high school or college transcript. Additionally, the applicant must attach his/her standard first aid and CPR wallet cards; both of these courses must have been completed within one year prior to the date of the application. Prior to mailing in TECP applications please carefully check the dates of the applicant's first aid and CPR cards. If the date that the courses were completed is not within one year of the application, the person will **not** be eligible for the permit. Inform the person that he/she needs to complete a new first aid and CPR course and mail the application to our office once the courses have been completed. Please also ensure that the individual signs the back of card prior to photocopying.

A TECP may only be reissued one time. Along with the TECP application to renew the permit, new first aid and CPR cards must be submitted which attest that the applicant has completed new first aid and CPR courses within one year of the renewal application. As well, in order for the permit to be renewed, the board of education must submit evidence that the applicant has enrolled in or completed successfully at least two credits or 30 clock hours of instruction in an approved coaching course.

If you hire a coach who is a certified teacher, but does not yet hold the Five Year Renewable Coaching Permit, the individual must submit the coaching application and photocopies of valid first aid and CPR cards.

If you hire someone who does not presently hold either of these permits, he/she must obtain the necessary permit **before** the individual can begin coaching.

### Customer Service

It is our goal to provide timely and efficient service when we receive applications in our office. In order to ensure that we can process your applications (substitute requests, DSAPs, TECPs, etc.) as expediently as possible, it is necessary that all forms submitted to our office be completed in their entirety. Before mailing applications to our office, please check that all questions are answered completely and that the appropriate official has signed the forms. When we receive an incomplete application, it delays the processing time, as we have to write to you and wait until we receive all of the required information before we review the request. In addition, when completing the Statement of Successful Professional Experience Form for your employees, please be sure to complete the question which asks whether or not an individual has served successfully in the position. Also, remember that two signatures are required. The principal signs above the verification of experience, and the superintendent of schools signs the bottom of the form.

Superintendent Priority Requests can expedite the evaluation of a candidate's application packet. If the candidate has not yet applied for certification, it is helpful to have the Priority Request accompany the application packet. The Priority Request Form should only be used for candidates who are finalists for a position in your district. In order for the Bureau to continue to serve the district's needs in a timely fashion, please do not use the Priority Request Form for teachers applying to move from one level of certification to the next.

Our office is open from 8:00 A.M. through 5:00 P.M. Monday through Friday, except holidays. Applicants are able to pick up forms at our office and may also drop off materials to be evaluated. Due to staffing and work volume, please be advised that certification consultants are **not** available to meet with applicants who walk in to our office.

The IVR phone system (860-566-5201) can provide you with updated information regarding a candidate's application status, provided you have the individual's social security number. You can also receive faxed verification that will state the certificates an individual holds. The system takes approximately 24-48 hours to update status. Therefore, if a certificate was issued on Monday, you should be able to receive faxed verification by Wednesday.

Our FAX machine is available 24 hours a day, seven days a week. The fax number is 860-566-8929. Please do not FAX applications, official transcripts, experience forms, or college recommendations. You may FAX Priority Request Forms, questions that you would like answered, or course work approvals. Please be aware that a FAX is handled like any other correspondence. Each FAX must be logged in and given to the appropriate consultant for a response, which may take a few days.

The Bureau's E-mail address is [teacher.cert@po.state.ct.us](mailto:teacher.cert@po.state.ct.us). E-mails are routed to an appropriate consultant and then answered as promptly as possible.

The Bureau's web site address is [www.state.ct.us/sde](http://www.state.ct.us/sde). We recommend that you access this web site to obtain information on certification. You can download information, including fact sheets and regulations. In addition, our web site has links to other pertinent web sites, such as higher education and ETS.

If you are sending something to our office via overnight mail or registered mail, please do not use the post office box address. If you choose to send materials in this fashion, please use our street address: 165 Capital Avenue, Room 243, Hartford, Connecticut 06106.

## National Board Certification

Do you have teachers in your district who are interested in being recognized and rewarded for excellent teaching? National Board Certification Standards were developed by teachers, for teachers, and capture the essence of accomplished teaching. National Board Certification is one of the highest honors the education profession has to bestow. Currently, 34 Connecticut teachers hold this prestigious certificate.

The Connecticut Education Association (CEA); The Connecticut Federation of Educational and Professional Employees (CFEPE), and the Connecticut State Department of Education join together to urge Connecticut teachers to participate in this challenging and rewarding professional development opportunity. The Connecticut State Department of Education anticipates receiving \$31,000 from the National Board to subsidize 31 teachers for \$1,000 of the \$2,300 certification fee.

There will be two information sessions for teachers who may be interested in obtaining National Board Certification.

**Thursday, May 4**

4:00-5:30 P.M.

CREC

111 Charter Oak Avenue  
Hartford, Connecticut

**Monday, May 15**

4:00 - 5:30 P.M.

ACES

205 Skiff Street  
Hamden, Connecticut

To register for an information session contact Ruth Wade at the Connecticut State Department of Education. Phone 860-566-8283, Fax 860-566-8929, Email [ruth.wade@po.state.ct.us](mailto:ruth.wade@po.state.ct.us)

## How to Reach Us

Connecticut State Department of Education  
Bureau of Certification and Professional Development  
P.O. Box 150471  
Hartford, CT 06145-2219  
Phone # - 860-566-5201  
FAX # - 860-566-8929

E-Mail: [teacher.cert@po.state.ct.us](mailto:teacher.cert@po.state.ct.us)

Web site: [www.state.ct.us/sde](http://www.state.ct.us/sde)

## Other Web Sites of Interest

**Educational Testing Service (ETS)**

[www.ets.org](http://www.ets.org)

**Alternate Route to Certification**

<http://ctdhe.commet.edu/dheweb/alt.htm>

## Job Posting Services

**Bureau of Certification and Professional Development**

[www.state.ct.us/sde/cert/index.htm](http://www.state.ct.us/sde/cert/index.htm)

**The Connecticut Regional Education Application  
and Placement Program (REAP)**

[www.ctreap.net](http://www.ctreap.net)

**Connecticut Works - Connecticut's Job Bank**

<http://www.ctdol.state.ct.us/dol/ctworks.htm>

**Connecticut Department of Labor**

[www.ctdol.state.ct.us/](http://www.ctdol.state.ct.us/)

**CREC**

[www.crec.org](http://www.crec.org)

**CES**

[www.ces.k12.ct.us](http://www.ces.k12.ct.us)