

## **GUIDANCE FOR PROCESSING REPORTS**

Please note that reports created for each district include: Educator Certification Compliance Report, Expiring Certificates List, Active Staff List, and Unlisted Assignments (90990/90995). Reports have been produced as a single PDF document.

### **Educator Certification Compliance Report:**

The Bureau of Educator Standards and Certification, in conjunction with the Bureau of Data Collection, Research and Evaluation, conducts this annual certification compliance review in order to verify that all educational staff possess the appropriate state authorization, permit or certification for the subject/area/grade in which they serve.

The portion of the document indicates district staff members who are teaching out of field and/or out of grade range, or who are not certified. This report identifies staff members in your school district who, according to the district-reported data, may not hold a valid or appropriate authorization, permit, or certification for their assignment. Staff not appropriately authorized should not continue in their position until they obtain the necessary authorization, permit or certification for their assignment.

1. Write corrections or comments directly on the report or attach a separate document which addresses each listed error. If using a separate document, please duplicate the names in the order in which they appear on the compliance report
2. Attach supporting documentation such as a copy of the certificate, letter of resignation, approval letter for use of unlisted assignment code, etc.
3. Changes or corrections made on the Educator Certification Compliance Report must also be made in the Educator Data System (EDS). The staff file must be corrected in order for an issue to be considered resolved. An exception to this is educators who hold the #110 – Unique Endorsement. If the individual is serving appropriately under their #110 endorsement, no change is needed in the EDS. However, the “unique area” of the endorsement should be listed on the report.
4. The revised report must be signed by the superintendent of schools or executive director and returned by mail, as required by statute. Reports received without appropriate, original signatures, faxed reports, or scanned attachments cannot be accepted.

**“S” for “System-wide Administrator”** (grades section): The designation of “S” in the grade section of the EDS should only be used to designate a central office system-wide administrator. If an educator is serving across all grades, the “S” designation is not appropriate; all grades should be listed. The “S” designation used inappropriately will result in the individual appearing on the Educator Certification Compliance Report as out of compliance. This particular error is color coded for easy identification.

**Multiple Assignments:** An educator reported in the EDS with more than one assignment, or who is serving in more than one school, will appear on the survey for each assignment reported for which they are not appropriately certified. As such, the same person could appear several times.

**“O” for “Other”** (school assignments section): If the position encompasses multiple schools, each school must be listed separately, or use the “O” for “Other” designation.

### **Active Certified Staff List:**

This list indicates the reported staff members for your school district, the type of certificate held, endorsement area(s) and expiration date of the certificate. Please review this information carefully, and if there are any discrepancies, notify Ray Martin at (860) 713-6876 or by e-mail at [raymond.martin@ct.gov](mailto:raymond.martin@ct.gov). This list is provided for your reference only; do not return it.

### **Expiring Certificates List:**

This list includes your certified staff members whose certificates have expired or will expire between January 1, 2020, and August 31, 2021. If you have not received this list, it means that there are no staff members with certificates expiring during this time period.

Section 10-145f(b)(3) of the Connecticut General Statutes states in part:

*“...the State Department of Education shall annually notify each local or regional board of education of the name of each teacher employed by such board of education whose provisional certificate will expire during the period of twelve months following such notice.”* Furthermore, *“each superintendent or administrative head is required to notify each teacher in writing, at the teacher’s last known address, that the teacher’s certificate will expire.”*

Please review and notify all staff members whose names appear on this list. These individuals must submit an application prior to the expiration date on their certificate. If the certificate lapses, or has already lapsed, the teacher may be subject to additional coursework and assessment requirements and the lapse will be reported to the Teachers Retirement Board (TRB). This list is also for your reference only; do not return it.

### **Unlisted Assignments Report:**

Any district that has assigned educators with either the 90990 (unlisted teaching) or 90995 (unlisted non-teaching) assignment code, will receive a report pertaining to these individuals. Please note that the use of these assignment codes requires approval from the Bureau of Educator Standards and Certification.

These educators will not appear on the standard Educator Certification Compliance report. The Unlisted Assignments Report consists of each individual and assignment that is reported as a 90990 or 90995. If the district receives this report, it must be reviewed and returned with the Educator Certification Compliance Report. A separate superintendent’s signature page is included at the end of each district’s Unlisted Assignments report.

The full job description for each educator must appear on the report. The district must enter the job description on the 90990/90995 reports before returning them to our office. A job title alone is not sufficient. If the position was previously reviewed and approved by our office, please indicate the date the approval was provided in the comments section of the report.