

# CONNECTICUT DEPARTMENT OF EDUCATION



## DISTRICT ORIENTATION TO CONNECTICUT CERTIFICATION

*Subject to regular updates and/or changes. Please check for updates at [www.ct.gov/sde/cert](http://www.ct.gov/sde/cert) or by contacting the Bureau of Educator Standards and Certification.*

# STATUTORY REQUIREMENTS

## Connecticut General Statutes state:

*“No teacher, supervisor, administrator, special service staff member or school superintendent shall be employed in any of the schools of any local or regional board of education unless such person possesses an appropriate state certificate [CONNECTICUT] nor shall any such person be entitled to any salary unless such person can produce such certificate dated previous to or on the first day of employment.” (Sec. 10-145(a))*

**Appropriate authorization is required prior to issuance of a formal employment contract.**

# STATUTORY REQUIREMENTS (CONTINUED)

## **Connecticut General Statutes state:**

*“If the State Board of Education determines that a local or regional board of education is not in compliance with any provisions of sections 10-144o to 10-149, inclusive, and section 10-220a, the State Board of Education may require the local or regional board of education to forfeit of the total sum which is paid to such a board of education from the State Treasury an amount to be determined by the State Board of Education...” (Sec. 10-145(b))*

Service without an active, grade/subject appropriate certificate places the teacher out-of-compliance and jeopardizes any potential Teacher Retirement Credit (TRB) as directed in Connecticut General Statutes, Section 10-183b(26).

# TYPES OF CERTIFICATES

## **Initial Educator Certificate**

- Valid for three years
- Requirements to advance: completion of TEAM, or three years of appropriate nonpublic or out-of-state service
- May be renewed if educator has not served under certificate

## **Provisional Educator Certificate**

- Valid for eight years
- Requirements to advance: 30 school months of successful service in Connecticut and advanced coursework
- May be renewed under certain circumstances, according to Connecticut Regulations

## **Professional Educator Certificate**

- Valid for five years
- Renewable

# TYPES OF CERTIFICATES (CONTINUED)

## **Temporary Certificates/Permits/Authorizations**

- Nonrenewable Interim Educator Certificate
- Temporary 90-Day Certificate
- Resident Educator Certificate
- Durational Shortage Area Permit (DSAP)
- Visiting International Teacher Permit (VITP)
- Long-Term Substitute Authorization
- Temporary Authorization for Minor Assignment

# ALTERNATIVE CERTIFICATION

## Temporary 90-Day Permit

Issued to participants of:

- **Connecticut Alternate Route to Certification (ARC)**
- **Charter Oak State College #112**
  
- Requires district request (ED 172)
- Position should be one expected to extend beyond the 90-day period
- All assessment requirements must be met; no testing deferrals
- Following a successful 90-day period, candidate applies for Initial Educator Certificate (ED 172A); district attestation to successful service under 90-Day Certificate should be signed no earlier than two weeks prior to the expiration of the 90-Day Certificate

# ALTERNATIVE CERTIFICATION

## Resident Educator Certificate

Issued to participants of:

- **Teach for America (TFA) Alternate Route to Certification program**
- **Relay Connecticut**
- Requires the submission of form ED 199 - completed in conjunction with the employing school district and certification program (TFA or Relay)
- All assessment requirements must be met; no testing deferrals
- Following successful service under Resident Educator Certificate, candidate then applies for Initial Educator Certificate with forms ED 170A and ED 126

# DURATIONAL SHORTAGE AREA PERMIT

## **Required Qualifications**

- Bachelor's degree from a regionally accredited institution
- 12 semester hours of credit in the subject area
- Requires enrollment in Connecticut certification program (unless candidate is adding a cross-endorsement to an existing certificate)

## **District must request the DSAP**

- Application ED 177
- Evidence of Enrollment form (ED 177 Attachment) requires signature of district and Certification Officer

## **Only valid for service in requesting district**

## **May be renewed twice if:**

- District submits new ED 177 requesting reissuance
- Candidate has completed an additional nine credits during previous DSAP period
- Note: Renewal of DSAP for Special Education (#165) requires passing score on the Praxis II Special Education test

# DESIGNATED SHORTAGE AREAS 2019-20 SCHOOL YEAR

- Bilingual Education
- World Languages, 7-12
- Comprehensive Special Education, K-12
- TESOL, PK-12
- Mathematics, 7-12
- Science, 7-12
- Technology Ed. (formally Industrial Arts), PK-12
- School Library Media Specialist
- Speech and Language Pathology
- Occupational Subjects in Vocational Technical Schools

# VISITING INTERNATIONAL TEACHER PERMIT (VITP)

## Visiting Teachers from Spain – Spanish teachers

- Teachers are fully certified, most have master's degrees, at least 3 years of teaching experience, and backgrounds in bilingual and multicultural education
- Timeline October-March: Screen applicants and confirm exact need for teachers in CT districts; April: Interviews with districts; April-June: Credential evaluations; July: Teacher orientation in Madrid; August: Teachers arrive and get settled in CT; August-October: Mentoring in schools; October-June: On-going support and guidance for teachers
- District Responsibility: Find sponsoring agency, provide salary and benefits, provide mentoring, support and professional development

## Confucius Institute – Mandarin Chinese teachers

- Teacher recruited from China – mostly with master's degrees, teaching certification, at least 3 years of teaching experience, and proficient in English (must pass ACTFL OPI)
- Jointly funded by CCSU and the Chinese National Office for Teaching Chinese as a Foreign Language: school districts are asked to pay 50% of salary; CI will cover remaining 50% as well as cover teacher benefits and insurance

*VITP issued for one year – renewable up to two times*

*Teachers are serving under J-1 Visa*

# SPECIAL AUTHORIZATIONS

## **Long-Term Substitute Teacher Authorization**

- For service in same assignment for 40+ days in a school year
- Requires bachelor's degree and 12 semester hours of credit in the subject area
- Cannot be issued for special service or administrative endorsements

## **Temporary Authorization for Minor Assignment**

- Candidate must have a primary assignment in the district in an area for which they hold a valid certificate
- Authorizes educator to teach up to 2 periods per day in separate subject area
- Requires 12 credits in subject area for which the minor assignment is requested
- Educators who hold only elementary certification are not eligible

# STATEMENT OF PROFESSIONAL EXPERIENCE (ED 126)

## *See Separate Document*

- List **only** endorsement(s) under which the educator has served
- Experience listed on ED 126 must be consistent with information entered in the certified staff file (EDS)
- If educator served under more than one endorsement, list experience on a separate line of the form – include percentage of time for each (FT = 0.5 FTE or greater / PT = less than 0.5 FTE)
- Include any leaves of absence on a separate line
- Remember to indicating successful/unsuccessful service
- ED 126 grid should **not** be completed by the educator; central office must provide all information
- Must include original signature of superintendent unless a letter authorizing another designee is on file with the CSDE



# ED 126 (CONTINUED)

## Successful vs. Unsuccessful Service

District must indicate successful or unsuccessful service

Examples of unsuccessful service

- Misconduct
- Failure to meet district expectations

Unsuccessful service requires letter of explanation

Note: Unsuccessful service does not necessarily result in denial

# MANDATED BACKGROUND CHECKS

## CRIMINAL HISTORY

A state criminal history records check is conducted by the State Police Bureau of Identification on ALL applicants seeking certification.

## DEPARTMENT OF CHILDREN AND FAMILY (DCF)

C.G.S. 10-221d(g) requires a records check for ALL applicants seeking certification. If notification is received that the applicant is listed on the DCF child abuse and neglect registry, the application for the certificate, authorization or permit must be denied.

## FINGERPRINTING – *District Responsibility*

School districts are required to fingerprint each person hired within **30** days of employment. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district must notify the Bureau Educator Standards and Certification.

# OUT-OF-STATE APPLICANTS

## INTERSTATE AGREEMENT

- Facilitates certification of teachers and special service educators from other states
- All 50 states, D.C. and Puerto Rico participate
- Does not waive degree, experience, or assessment requirements, although some out-of-state tests may be accepted as equivalent and/or assessments may be deferred for three years
- Agreement does not apply to administrative certificates
- Direct educators to [Out-of-State Educators](#) on our website

# OUT-OF-STATE APPLICANTS (CONTINUED)

## **Connecticut does not have “RECIPROCITY”**

- Educators cannot serve in a Connecticut school under an out-of-state certificate.
- Holding a certificate in another state and/or having teaching experience outside of Connecticut does not automatically mean the teacher/administrator will qualify for a Connecticut educator certificate. How the out-of-state certificate was obtained, as well as circumstances pertaining to the experience, are critical factors in determining eligibility.

# ASSESSMENT DEFERRAL

## **Nonrenewable Interim Certificate**

- Issued at the Initial and Provisional level
- All certification requirements other than assessments must be met
- Valid for three years
- All deferred assessments should be met within the period of the interim certificate to prevent lapse

If all deferred assessments are met within the period of the interim certificate, deficiencies are automatically removed and a new certificate is issued.

***Available to Out-of-State Candidates Only***

# ASSESSMENT EXEMPTION

## Assessment Exemption

- For out-of-state applicants only
- Educator must hold a valid certificate (equivalent to at least our Initial Educator Certificate) in another state; **and** have one of the following:
  - Three years of successful, full-time, appropriately licensed teaching experience/service in the same district, in the endorsement area sought, within the past 10 years; **or**
  - A master's degree in the academic subject area for which certification is sought.
    - Note: Pedagogical degrees (elementary education, special education, etc.) are **not** acceptable to meet master's degree requirement.

# ASSESSMENT CHANGES

**Tests are frequently regenerated, added, discontinued and/or replaced.**

- Praxis CORE eliminated as a certification requirement, except for bilingual endorsements. Bilingual certification requires Praxis CORE: Writing only
- Passing scores for Praxis II tests have been aligned to multi-state cut scores
- CSDE may accept equivalent tests from other states; test results must be verified by out-of-state Department of Education using form ED 711

**Updates are regularly posted under the following pages:**

- [Certification News and Alerts](#)
- [Guide to Assessments](#)

# VALIDITY OF CERTIFICATES

## **Integrated Early Childhood/Special Education:**

- #112 authorizes regular and special education in Birth to K settings
- #113 authorizes regular and/or special education in PreK/K and regular education **only** in grades 1-3

## **Elementary and Middle Grades endorsements:**

- May teach only grades and subject area(s) covered by the certificate
- May not teach up or down a grade level

➤ *Elementary (#013) authorizes K-6*

➤ *Elementary (#305) authorizes 1-6*

## **Elementary Bilingual (#902):**

- Authorizes teaching in grades K-8

## **Secondary Subjects, Grades 7-12:**

- May teach subject down to **grade 5** in a departmentalized setting
- World language endorsements authorize teaching of the language down to **grade 4**

# OBSOLETE ENDORSEMENTS

**PK-8 (001)**

**Grades 1-8 (004)**

**Elementary K-6 (013)**

**Middle Grades 4-8 (006)**

Although no longer issued to new educators, these endorsements still authorize the teaching of all academic subject areas in a middle school

**Bilingual, PreK-12(009)**

Although no longer issued to new educators, this endorsement still authorizes the teaching of all academic subject areas to bilingual students

# SCIENCE CROSSWALK

## *See Separate Document*

- The science crosswalk is only applicable for educators who hold an Initial, Provisional or Professional certificate. It may **not** be used for long-term substitutes, DSAP holders, student teachers or educators who are serving under a Temporary 90-Day Certificate.
- For science courses not listed on the handout, a course description must be submitted to [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov) to determine the appropriate endorsement(s) needed.

# LAPSED CERTIFICATES

**Encourage all certified staff to monitor their certificates to avoid a lapse**

Lapse in certification may result in:

- Test requirements to regain endorsement
- A change in endorsement (may lose authorization to teach certain grades)
- An impact on teacher retirement contributions
- Compliance issues for the district

*Educators are responsible for maintaining their certificates and for being aware of requirements for renewal or advancement of a certificate.*

# FORMAL APPOINTMENT OF A SUPERINTENDENT

**Districts must notify the Connecticut State Department of Education and receive approval for any person serving as Superintendent or Interim Superintendent.**

Process of appointing new superintendent:

- District Board Chair submits letter to the Commissioner of Education
- Letter of approval is then sent to the Board Chair

# COACHING PERMITS

Any athletic coach of intramural or interscholastic athletics in elementary, middle or high schools, must hold a valid coaching permit, **regardless of coaching assignment or compensation.**

- **Five Year Renewable Coaching Permit**

- Requested by candidate (ED 185)
- Requires a valid CT Educator Certificate or completion of approved 45-clock hour coaching course
- Valid First Aid and CPR
- Renewal requires 15 clock hours in workshops, seminars or coursework

- **Temporary Emergency Coaching Permit**

- Requested by district (ED 186)
- Valid for service in requesting district only
- May be reissued one time with proof of enrollment in a coaching course or two semester hours/30 clock hours in an approved coaching course
- First Aid and CPR completed within one year of application

***All coaching permits require concussion and head injury training (module 15) from CIAC. Concussion refresher module required every five years.***

# ANNUAL COMPLIANCE REVIEW

Annual Certified Staff File Information (EDS)  
+  
Annual Certification Database Information (CECS)  
=  
Annual Compliance Report  
(Certification Verification Survey)

- Educators **must** hold an appropriate certificate for the position(s) in which they are serving.
- Districts who have educators in “unlisted teaching” or “unlisted non-teaching” assignments will receive a separate 90990/90995 report. Job descriptions must be provided for these positions.

# COMPLIANCE TIMELINE

**August through October**: All current staff information should be entered into the Educator Data System (EDS).

**December**: Reports sent to Superintendent and/or EDS contact person for each district.

**January**: District corrections (original, signed report) due back to SDE for review. Corrections must also be made in the EDS.

**February**: Educators who still have outstanding compliance issues are sent a letter notifying them of their status. If district report has not been returned to SDE, all educators on original compliance report will receive this letter.

**January through May**: Staff updates and additional corrections entered into EDS. Correspondence sent to districts regarding status and outstanding compliance issues. Districts with all issues resolved will be sent letters.

**June**: Superintendents are notified of any outstanding compliance issues that are unresolved (as of May 31<sup>st</sup>). “No Authorization” letters are sent to individual educators and to Teacher Retirement Board.

**June 30<sup>th</sup>**: EDS closes for the year; no further changes can be made.



# COMPLIANCE PROCESS QUESTIONS

- Questions regarding appropriate endorsement or assignment code, job description review, approval of 90990/90995 job code, and general advisement for certification issues should be directed to: **Julianne Frost**, Bureau of Educator Standards and Certification ([julianne.frost@ct.gov](mailto:julianne.frost@ct.gov))
- Questions regarding data entry and process for the EDS should be directed to: **Ray Martin**, Bureau of Data Collection, Research & Evaluation ([raymond.martin@ct.gov](mailto:raymond.martin@ct.gov))

# EDUCATOR CERTIFICATION LOOKUP

Available at:

<https://portal.ct.gov/SDE/Certification/Certification-Resources-for-Districts>

1. Click on Link:

**Public Lookup:  
Educator Information**

2. Enter  
Information:

Educator Search Information	
*Last Name:	<input type="text" value="Type Educator Last Name Here"/>
*First Name:	<input type="text" value="Type Educator First Name Here"/>
OPTIONAL (Search Within A District)	
District:	<input type="text" value="ALL"/> <input type="button" value="v"/>
<b>AND</b>	
*Requestors Email:	<input type="text" value="Type Requestors Email Here"/>
<input type="button" value="Clear"/>	<input type="button" value="Search"/>
* Indicates Required Field	

# CERTIFICATION CONTACT INFORMATION

**Website:** [www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)

**Email:** [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov)

**Telephone:** 860-713-6969

*(Monday & Thursday, 12:00 p.m. – 4:00 p.m.)*

**Fax:** 860-713-7017

**Street Address:** 450 Columbus Boulevard

Hartford, CT 06103

**Lobby Hours for leaving materials in SDE Drop Box:**

*8:30 a.m.-4:30 p.m. (Monday-Friday)*