



# STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



**Series 2003-2004**

**Circular Letter: C-15**

TO: Superintendents of Schools

FROM: Mark A. Stapleton, Acting Commissioner of Education

DATE: October 20, 2003

SUBJECT: New Interpretation of "Highly Qualified Teacher" under No Child Left Behind (NCLB)

The United States Department of Education has provided additional guidance to states in defining those individuals who meet the "highly qualified" requirements through alternate route programs.

As a result of this guidance we can now consider the holders of the following certificate/permit types to meet the requirements of a "highly qualified" teacher under NCLB:

- 1) Temporary 90-Day Certificate
- 2) Durational Shortage Area Permit
- 3) Temporary Authorization for Minor Assignment
- 4) Limited Extended Authorization for Early Childhood

Once the candidates have met the Connecticut prerequisites for obtaining one of these certificates/permits, (see attached), as per Section 200.56 of the Title I Rules and Regulations, the employing district must ensure these teachers:

1. Receive high-quality professional development, before and while teaching, that is sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction; and
2. Participate in a program of intensive supervision that consists of structured guidance and regular ongoing support for teachers or a teacher mentoring program; and
3. Assume functions as a teacher only for a specified period of time not to exceed three years; and
4. Demonstrate satisfactory progress toward full certification as prescribed by the State.

**Districts may hire as "highly qualified teachers" individuals who are eligible for any one of the four certificates/permits mentioned above if the districts ensures that the four above-mentioned provisions are met.**

It is important to note that these teachers must meet the requirements for full certification, including coursework and state tests, within the prescribed time limit of the certification regulations.

If you have any certification questions, please contact Nancy Pugliese by email at [nancy.pugliese@po.state.ct.us](mailto:nancy.pugliese@po.state.ct.us) or by telephone at (860) 713-6708 or related NCLB questions contact Abigail L. Hughes by email at [abigail.hughes@po.state.ct.us](mailto:abigail.hughes@po.state.ct.us) or by telephone at (860) 713-6800.

### **Temporary 90-Day Certificate**

- The employing agent of a board of education makes a written request for the issuance and attests to the existence of a special plan for supervision of temporary 90-day certificate holders;
- The candidate holds a bachelor's degree from an approved institution, with a major in or closely related to the endorsement area in which the requesting board of education is placing the applicant;
- The candidate has achieved a passing score on Praxis I or meets the waiver requirements;
- The candidate has achieved a passing score on Praxis II; and
- The candidate has successfully completed the Department of Higher Education Alternate Route to Certification program in the subject or field for which the applicant has been prepared.

### **Durational Shortage Area Permit (DSAP) Requirements**

- The existence of a shortage of certified persons must be established by the board of education and approved by the Bureau of Educator Preparation and Certification;
- The candidate has fulfilled the Praxis I or the waiver requirement;
- The candidate holds a bachelor's degree from an approved institution;
- The candidate is enrolled in a planned program leading toward certification in the field for which the permit is requested or submits a statement of intent to enroll in such a program unless enrollment in a planned program is not required;
- The candidate has completed at least 12 semester hours of credit in the subject for which a permit will be issued; and
- The Durational Shortage Area Permit may be granted for one school year and reissued for two additional years upon the completion of nine semester hours of credit in the required courses each year. At the expiration of the reissuance period, the holder of the DSAP shall either qualify and file application for certification or discontinue teaching.

### **Temporary Authorization for Minor Assignment Requirements**

Upon the written request of an employing agent of a board of education and filing of an application by the applicant, a certificate holder may be granted a temporary authorization for an academic subject or a special subject, provided:

- The certificate holder has at least 12 semester hours of credit in the subject to be taught;
- The certificate holder possesses a certificate endorsed for an academic subject or a special subject, or special education;
- The minor assignment shall supplement a primary assignment;
- The number of instructional periods for the minor assignment shall not be greater than two periods per day; and
- The temporary authorization may be granted for a period of one school year and reissued for one school year, upon completion of an additional six semester hours of credit in the subject to be taught and the recommendation of the employing agent of the board of education. At the expiration of reissuance period, the holder of the minor assignment shall either qualify and file application for the additional endorsement area or discontinue teaching the minor assignment.

### **Limited Extended Authorization for Early Childhood Requirements**

- Upon the written request of an employing agent of a board of education for whom the applicant has taught early childhood (nursery – grade 3) for at least 10 school months under an appropriate certificate, and the filing of an application, the certificate holder may be granted limited extended authorization to teach elementary grades, if the holder has at least 12 semester hours of credit in elementary education; and
- The limited extended authorization shall be granted for a period of one school year and may be reissued for one school year upon completion of an additional six semester hours of credit in the elementary grade requested and the recommendation of the employing agent of the board of education. At the expiration of the reissuance period, the holder of the limited authorization shall either qualify and file application for the additional endorsement or discontinue teaching the extended grade level.