

Series 2008-2009  
Circular Letter: C-4

**TO:** Superintendents of Schools  
Executive Directors, Regional Educational Service Centers  
Directors, Magnet and Charter Schools

**FROM:** Mark K. McQuillan  
Commissioner of Education

**DATE:** September 24, 2008

**SUBJECT:** Renewal of Professional Educator Certificates – June 2009

On June 30, 2009, approximately 17,000 professional educator certificates will expire. In 2004, the Department asked districts to have individuals complete the appropriate application form and submit these applications in a batch format. In 2009, we are pleased to announce that Connecticut educators will be able to renew their certificates using a NEW web-based online certification system. Our goal is to have the new system fully functioning and open for individuals to easily apply online by February 1, 2009. As always, educators should apply to renew their certificates prior to the expiration date on the certificate.

Therefore, please do NOT have educators complete the certification application form (ED 179) as they have done in the past. In January 2009, the Bureau of Educator Standards and Certification will be sending to every professional educator certificate holder whose certificate expires in June 2009, a letter including their new Educator Identification Number (EIN) and instructions for logging into the system and completing the application process. We intend to begin with this group of educators and expand the usage of the new system as other educator's certificate(s) expire. A percentage of renewal applications submitted will be audited to ensure that the required number of hours for Continuing Education Units (CEUs) has been completed.

Upon receipt of the online application, it may be necessary for an employing school district to complete a Statement of Professional Experience form (ED 126) for individuals who either did not complete the required CEUs or were not employed by a Connecticut board of education for the full five-year period under their current Professional Educator Certificate. We will provide additional information to districts again before the February 1, 2009, date approaches.

If you have any questions concerning this circular letter and the requirements for district staff, please do not hesitate to contact Nancy Pugliese at (860)713-6709 or via email at [nancy.pugliese@ct.gov](mailto:nancy.pugliese@ct.gov).

MKM:np

cc: Human Resources Personnel