

Series: 2009-2010
Circular Letter: C-7

TO: Superintendents of Schools
Regional Educational Service Center Executive Directors
Charter School Directors
Cooperative Educational Service Center Directors
Magnet School Directors
Special Education Facility Administrators

FROM: Mark K. McQuillan, Commissioner of Education

DATE: October 21, 2009

SUBJECT: Continuing Education Units (CEUs)

Earlier this year, the Department launched the Connecticut Educator Certification System (CECS) to allow educators to apply, renew or upgrade their Connecticut certification.

As a feature of the new CECS, each certified educator was assigned an Educator Identification Number (EIN). At this time, we are requesting that all Connecticut CEU Providers begin using EIN numbers instead of a participant's social security number (or the last four digits of a social security number), in order to award a CEU certificate/transcript for the successful completion of a professional development activity. Please obtain a participant's EIN in lieu of the social security number. For those participants who do not hold Connecticut certification and therefore, do not have an EIN, you need not collect this information for issuance of a CEU certificate/transcript because these individuals are not required to complete CEUs.

Additionally, please continue to use the *Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification* and the *CEU Procedures Manual* that has an expiration date of June 30, 2004, until such time that these two publications are updated. Proposed certification regulations will be reviewed by the State Board of Education next month and may be enacted as early as 2014. For your convenience, the publications are available on our website at: www.csde.ct.gov

Also, please complete the enclosed CEU Coordinator Appointment Form to designate your district's CEU Coordinator. Please return this form to Patricia Wilson, State CEU Coordinator, at the address printed on the form no later than January 31, 2010. Your cooperation in helping us maintain an updated listing of CEU Coordinators is appreciated.

Please take the time to review this material with your CEU District Coordinator and any affected staff. If you have any questions, please contact Nancy L. Pugliese, J.D., Chief, Bureau of Educator Standards and Certification, at (860) 713-6708 or by e-mail at nancy.pugliese@ct.gov.

MKM:npw
Attachment

CEU COORDINATOR APPOINTMENT FORM

Please complete the form below with the appropriate information and mail by **January 31, 2010**, to the address below:

Bureau of Educator Standards and Certification
Connecticut State Department of Education
P.O. Box 150471, Room 243
Hartford, CT 06115-0471

Attn: Patricia Wilson
State CEU Coordinator

You may also fax this form to 860-713-7017.

Name of Board of Education: _____

CEU Provider No. (*required*): _____

Board of Education Address: _____

Telephone: _____ Fax: _____ Email: _____

Internet URL (Web Site): _____

Superintendent Name: _____

CEU Coordinator Name: _____

CEU Coordinator Position/Title: _____

CEU Coordinator Mailing Address (if different from address above):

Coordinator Phone: _____ Fax: _____ Email: _____

I appoint the person listed above as CEU Coordinator.

Superintendent/Director/Administrator Signature

Date