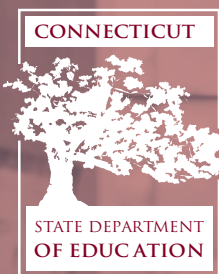


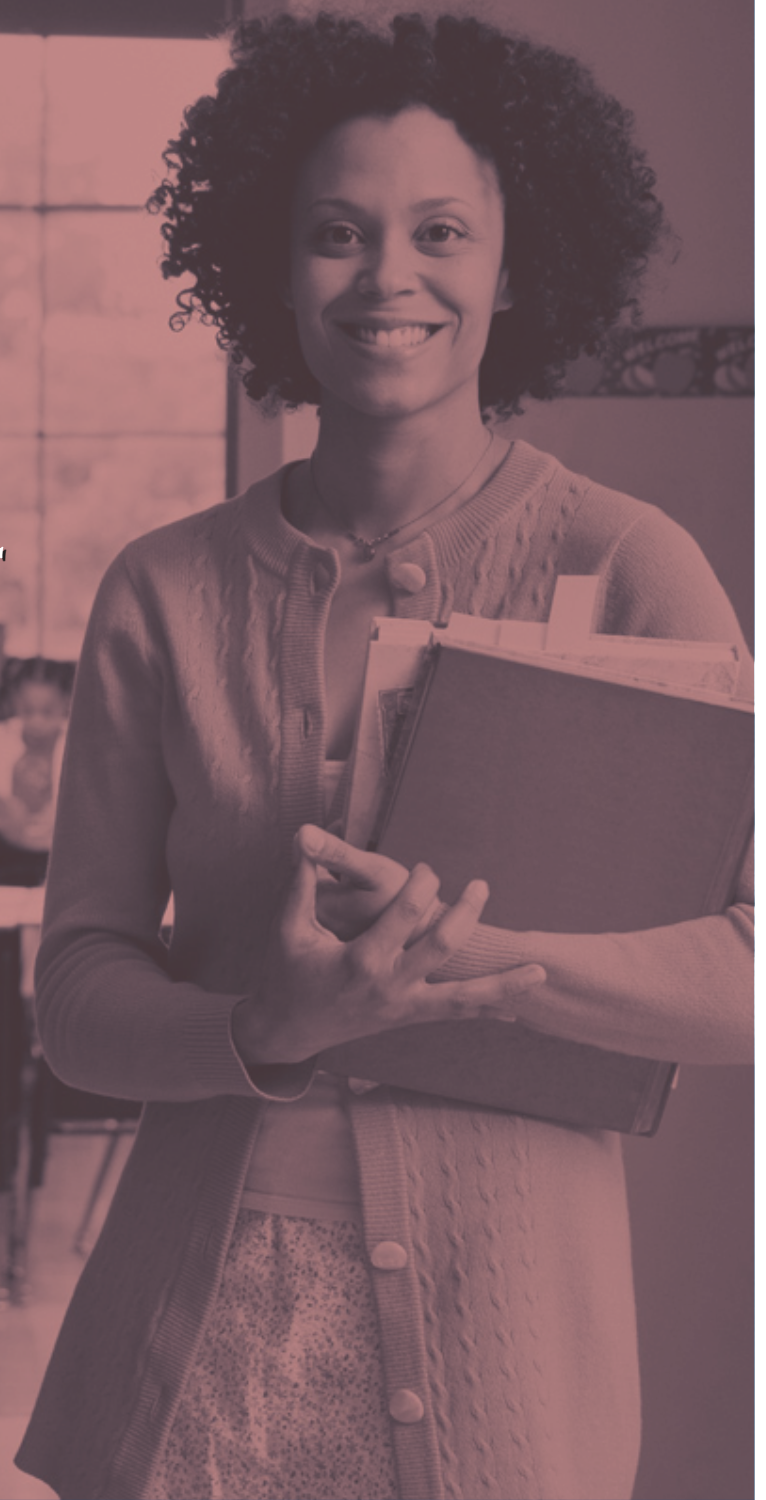
# OBTAINING CONNECTICUT EDUCATOR CERTIFICATION



CONNECTICUT  
STATE DEPARTMENT  
OF EDUCATION

Bureau of  
Educator Standards  
and Certification

*June 2013*



**W**hether you are just starting out in your career in education or are a veteran educator moving to Connecticut from another state, this guide will answer some of your questions about the process and requirements for obtaining educator certification in Connecticut. The information provided, however, is very general. To determine your specific eligibility, you must submit an application. If you are not yet eligible, your application and fee will be held for up to two years while you work to complete requirements.

## APPLICANTS FOR FIRST TIME CONNECTICUT CERTIFICATION

There are two paths to eligibility for educator certification in Connecticut.

### ELIGIBILITY BASED ON PROGRAM PREPARATION

Connecticut certification is usually based on completion of a state-approved educator preparation program. To obtain Connecticut educator certification based on program preparation, educators must:

1. Successfully complete a state-approved planned program of general academic and professional education at a regionally accredited college or university;
2. Pass Praxis I Pre-Professional Skills Tests (PPST) or present official evidence of meeting waiver\* requirements; and
3. Pass subject-specific tests, if applicable to the endorsement requested.\*

\* See *Guide to Assessments for Educator Certification in Connecticut* at <http://www.ct.gov/sde/certtests>.

### ELIGIBILITY BASED ON TEACHING EXPERIENCE

Educators who have completed the equivalent of two school years of full-time teaching in the grade level and subject appropriate to the endorsement requested may waive the planned program requirement. However, all coursework, degree, testing and any experiential requirements must still be met.

To obtain Connecticut teacher certification based on teaching experience, educators must:

1. Document no fewer than 20 school months of successful, appropriate full-time teaching experience in the same approved nonpublic school OR an out-of-state public school under a valid certificate;
2. Pass Praxis I Pre-Professional Skills Tests (PPST) or present official evidence of meeting waiver\* requirements;
3. Pass subject-specific tests, for those endorsements where a test is required\*; and
4. Successfully complete all required general academic and professional education coursework for the endorsement areas sought. All coursework must result in credit awarded to official transcripts from regionally accredited colleges or universities.

\* See *Guide to Assessments for Educator Certification in Connecticut* at <http://www.ct.gov/sde/certtests>.

**All candidates applying for a Connecticut educator certificate, which requires completion of a bachelor's degree from a regionally accredited institution, must submit official transcripts verifying completion of the degree, regardless of the basis of their certification.**

**NOTE: Only coursework resulting in credit awarded to an official transcript of a regionally accredited college or university can be accepted to meet certification requirements.**

Educators who have not completed an educator preparation program and do not have the experience to waive the planned program requirement should seek academic advisement from regionally accredited colleges or universities with state-approved programs in the area they would like to teach. For a list of Connecticut institutions that offer approved educator preparation programs, please see the Guide to Approved Educator Preparation Programs in Connecticut under “Teacher Preparation” at <http://www.ct.gov/sde/cert>.

## OUT-OF-STATE EDUCATORS

Connecticut does not have reciprocity with any other state. However, Connecticut participates in the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement (NIA). Under this agreement, to waive specific coursework requirements, Connecticut may accept completion of a state-approved educator preparation program at a regionally accredited college or university from another US state, or a minimum of 30 months of successful full-time experience under the other state's valid educator certificate (at least equivalent to a Connecticut initial educator certificate), appropriate to the subject area being requested. To be considered, the experience must be completed within ten years of the date of application for Connecticut certification.

The interstate agreement does not exempt candidates from degree, testing and/or experiential requirements applicable to the requested certification endorsement. Candidates who do not qualify for Connecticut certification under the terms of the inter-

state agreement must meet all of Connecticut's requirements for the endorsement requested, including coursework.

Connecticut does not participate in the interstate agreement for administrative endorsements.

### ASSESSMENT EXEMPTIONS

Effective July 1, 2009, amended as of July 1, 2013, educators may be exempt from Board-approved assessment requirements, including Praxis I PPST, Praxis II subject knowledge tests, Connecticut Foundations of Reading Test and/or ACTFL OPI and WPT, if they meet the following criteria:

Hold a valid certificate in another state that is equivalent to at least a Connecticut initial educator certificate AND have one of the following:

1. Three years of successful appropriate experience in the same state (in the same approved nonpublic school or public school system, in the endorsement requested) in the past 10 years;

**OR**

2. A master's degree in the academic subject area for which Connecticut certification is being requested. Please note that pedagogical degrees in the subject area, such as those for elementary education, special education or physical education, do not meet the requirements of the exemption.

### ASSESSMENT DEFERRAL

Out-of-state applicants who meet all certification criteria except Connecticut assessment requirements may be issued a one-year, nonrenewable interim certificate with a deferral for the Praxis tests. Applicants are eligible for an interim certificate only once, regardless of whether they work under the certificate. **To maintain certification and obtain subsequent certificates, the applicant must complete all required tests before the expiration date of the certificate.** All applicants who are eligible for a deferral of testing requirements will automatically be issued an interim certificate once all requirements other than testing have been met.

## TO APPLY FOR CERTIFICATION

Applicants are encouraged to submit the application and fee online with a credit card (VISA and MasterCard only — no debit cards) once they have created an account on the Connecticut Educator Certification System (CECS) at <http://www.ct.gov/sde/cert>. Additional application materials may be sent separately by U.S. mail. Alternately, paper applications may be submitted with a certified bank check or money order payable to "Treasurer, State of Connecticut." Personal checks not accepted.

Please submit the following:

1. Online application via CECS or paper [ED 170 General Application](#).
2. Application fee of \$50 (Visa or MasterCard only if applying online. Money order, certified bank check or cashier's check, payable to the "Treasurer, State of Connecticut" if submitting payment by mail.) This fee is nonrefundable. Applicants will be advised of a certification fee balance after evaluation of their application.
3. Official transcripts of all postsecondary coursework completed, including original transcripts if coursework has been transferred. Official transcripts must include the embossed or color seal of the college or university issuing them.
4. [ED 126 Statement of Successful Professional Experience](#), verifying teaching/service in out-of-state public schools or approved nonpublic schools, if applicable. **NOTE: The superintendent of the school district or diocese or headmaster of an independent school must sign this form.** If the service was completed in a public school, you must include a copy of the certificate or permit authorizing each year of employment.
5. Copy of valid out-of-state certificates/licenses authorizing all years of service indicated on ED 126. Be sure to submit a photocopy of the front and back and a key to any certification codes on the certificate.
6. [ED 125 Statement of Preparing Higher Education Institution](#), which must include the embossed or color seal of the college or university and must be signed by the certification officer or dean.

## FOREIGN CREDENTIALS FOR CONNECTICUT CERTIFICATION

If you completed **any** education required for certification outside the United States, you must have your credentials evaluated by an agency currently approved by the Connecticut State Department of Education and meet current certification requirements, including coursework and assessments, as appropriate.

To apply for Connecticut certification, in addition to the list above, please submit:

- Original course-by-course analysis, completed by one of the agencies listed in the box to the right, of all college- or university-level coursework including general academic, subject area and program preparation coursework completed outside the United States;
- ED 126 Statement of Successful Professional Experience, verifying completion of K–12 teaching/ service completed within the past 10 years in foreign public schools or approved nonpublic schools, along with a copy of the certificate or license authorizing this service.

**Please note:** Foreign experience must be verified by the superintendent or head of the school district, or by the ministry of education or other authorized agency. If the verification of teaching experience or the teaching license or authorization is printed in a language other than English, the original document must be accompanied by a notarized translation.

### APPROVED FOREIGN CREDENTIAL EVALUATORS

#### Educational Credential Evaluators, Inc.

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: 414-289-3400  
<http://www.ece.org>

#### Josef Silny & Associates

7101 SW 102 Avenue  
Miami, FL 33173  
Telephone: 305-273-1616  
<http://www.jsilny.com>

#### Global Credential Evaluators, Inc.

P.O. Box 9203  
College Station, TX  
77842-9230  
Telephone: 512-528-0908  
<http://www.gcevaluators.com>

#### World Education Services, Inc.

Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
Telephone: 212-966-6311  
Toll Free: 1-800-937-3895  
<http://www.wes.org>

## TYPES OF CERTIFICATES

Connecticut has a three-tier system of certificates.

### 1. Initial Educator Certificate

The first level of certification is the three-year initial educator certificate. This certificate is issued to applicants who meet all eligibility requirements listed above, and who have fewer than three full school years of appropriate successful teaching experience in the past 10 years.

### 2. Provisional Educator Certificate

The provisional educator certificate is the second level of Connecticut certification and is valid for eight years. To qualify for the provisional educator certificate, an applicant must complete one of the following:

- 10 months of successful appropriate experience under the initial educator certificate or interim initial educator certificate in a Connecticut public school and the teacher

induction/mentoring program, as made available by the Connecticut State Board of Education;

OR

- 30 months of successful appropriate experience within 10 years in a public school system, approved nonpublic school or nonpublic school approved by the appropriate governing body in another state.

### 3. Professional Educator Certificate

The five-year professional educator certificate is Connecticut's third and highest level of certification. To qualify for the professional educator certificate, an applicant must complete the following requirements:

- 30 school months of successful appropriate experience in a Connecticut public or approved nonpublic school under the provisional educator certificate; AND

- additional course requirements, as prescribed by current Connecticut certification regulations. Specific coursework requirements vary depending on endorsement.

#### *Interim Educator Certificate*

*The interim educator certificate may be issued at the initial or provisional level and is valid for one calendar year. A nonrenewable interim certificate may be issued with test deferrals and in some cases with a deficiency for the required special education course. A renewable interim educator certificate may be issued with specific course deficiencies for vocational certificates only, as provided by certification regulations.*

**Please note:** The information in this guide is general information only. Your specific eligibility for certification will be determined based on review of all required application materials. The type and duration of the certificate issued will depend on proper documentation of your education and experience.





**FOR MORE INFORMATION ON OBTAINING  
CONNECTICUT EDUCATOR CERTIFICATION:**

Web: <http://www.ct.gov/sde/cert>

E-mail: [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov)

(Please expect response to take up to  
two weeks due to the volume of requests.)

Phone: 860-713-6969

Fax: 860-713-7017

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



This brochure will be  
updated periodically at  
<http://www.ct.gov/sde/cert>.