**Steps To Certification**  
**Undergraduate, Post-Baccalaureate, and MAT Programs**

Note: The Statement Department Education is referred to as SDE in these instructions.

1. **Degrees:** If you are an undergraduate student receiving a Bachelor’s degree, be sure you have applied for graduation and completed all necessary paperwork with the Registrar’s Office. See the CCSU catalog for detailed information.

2. **Coursework:** Complete all course requirements (general education, content/major area courses, professional education courses). Review all program requirements with your advisor to verify that everything is complete.

3. **Testing:** All required tests must be passed, and scores received, before the CCSU Certification Officer can sign the application form. See the State Department of Education (SDE) website [http://www.ct.gov/sde/cert](http://www.ct.gov/sde/cert) for assessment requirements. When registering for tests, be sure to request that CCSU receive the scores.

4. **Application Form:** Complete the ED170-A Short Form Application for Connecticut Initial Educator Certificate. The form can be downloaded from the Bureau of Educator Standards and Certification Website: [http://www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)

   **Complete Page One**
   - Follow all state instructions carefully; print clearly in blue ink.
   - Provide personal information as requested. Please include your social security number, though it is optional, so the SDE can find your test scores.
   - List the name of the institution awarding your Bachelor’s degree, even if you are a graduate student. Do not list the degree or major itself.
   - Answer the criminal history questions. If you answer yes to any question, provide the requested information.
   - Sign and date your application.

   **Complete Page Two**
   Complete page 2 through item number 2.
   - **Top Section** – Complete your information. Enter CCSU, New Britain CT 06050 as the Higher Education Institution.
   - **1a.** – Enter the appropriate certification endorsement code from the Connecticut Endorsement Codes list included with the application. Enter one certification code only. If seeking a cross endorsement, see Additional Endorsement Box below.
   - **1c. to 1d.** – Student teaching or internship information is required for all certifications. List the month and year of placement dates. Elementary and Secondary students whose programs have one student teaching placement, complete 1c only. PK-12 students whose programs have two placements complete both 1c. and 1d. DSAP students enter where you have been teaching and were observed for EDSC/SPED 582.
   - **1e.** – DSAP students do not mark.
   - **2.** – Subject Area Major:
     - Secondary and PK/12 certification indicate content area or major (math, English, music, etc.).
     - Elementary Education certification indicate academic or subject major (English, math, etc.). DO NOT PUT ELEMENTARY EDUCATION as the subject major. Post-Baccalaureate certification students, enter you undergraduate degree major.
   - **3 to 5.** – Do not complete. The CCSU Certification Officer will complete the rest of the form.

   **Additional Endorsement Box** – We recommend applying for cross endorsements separately at a later date to avoid delay in processing by the SDE. Apply for additional certification (cross-endorsement) at this time by completing the box at the bottom of page two. You must pay the additional fee and have official transcripts submitted to the SDE for evaluation for the cross-endorsement.

5. **Submit Form to CCSU Certification Officer:** Submit the complete application to the School of Education and Professional Studies Dean’s Office. **Do NOT submit the application fees.** Drop off the form to room 203 Barnard Hall or mail it to:
   - Dr. Anne Pautz
   - CCSU
   - 1615 Stanley Street
   - New Britain, CT 06050

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If you requested that CCSU receive your Praxis II scores, we will have them on file. If you are getting certification in French, German, Italian, or Spanish, attach a copy of your ACTFL scores. Submit the application to the CCSU Certification Officer in the last month of student teaching or classes for your program, or any time after you have completed all classes or graduated.

6. **CCSU Certification Officer Verifies All Certification Requirements Are Met:** The Certification Officer reviews and confirms that all certification requirements have been met, completes the recommendation, and signs/seals the form. Note: the application cannot be signed until the grades and degree are posted to the transcript.

7. **CCSU Certification Officer Returns the Form to You:** The application is mailed back to you with instructions for submitting it to the State Bureau of Educator Preparation and Certification in Hartford, which will award the certification.

**Transcripts**

**Do not submit transcripts to the CCSU Certification Officer.**

- **Transcripts to Submit.** When you submit the application to the SDE, you will need to provide them official transcripts from all institutions you have attended. The SDE prefers E-transcripts but will accept unopened paper transcripts.

- **Paper Official Transcripts.** CCSU offers electronic transcripts but you may need to use paper transcripts for other institutions you have attended. If the institution does not have E-transcripts, you should request official paper transcripts and have them sent to your home. Leave them sealed. You will submit them with your application to the SDE.

- **Official E-transcripts** are preferred by the SDE. They should be sent directly by CCSU and other institutions to the SDE. E-transcripts submitted by students will not be accepted. The institution should send the e-transcript to:**
  
  **teacher.etranscript@ct.gov**

  It is your responsibility to request CCSU transcripts from the CCSU registrar’s office. If you are currently finishing your last semester in the program, ask the Registrar to hold the transcript for grades or degree.

**When to Submit to the CCSU Certification Officer**

You may submit the certification application materials during the last month of student teaching or any time after the semester in which you finish your program. Undergraduate student applications cannot be signed until the Bachelors degree is posted to the transcripts. Graduate student applications cannot be signed until final grades are posted to the transcripts. **Applications take two to three weeks to process AFTER undergraduate degrees or graduate grades are posted to the transcripts.**

**When to Submit the Form to the SDE**

**Do not mail the form to the SDE until the CCSU Certification Officer has completed it.** We will return it to you with instructions for submitting the application materials to SDE. **Do not buy your money order, bank draft, cashier’s check, or certified bank check until after the CCSU Certification Officer returns the form to you!** You will send the form, your fees, and transcripts together to the SDE.

If you have questions, contact:
Dr. Anne Pautz
Assistant Dean for Professional Programs and Certification Officer,
203.0000 Barnard Hall
Phone: 860-832-2125

**WEB RESOURCES FOR EMPLOYMENT AND INFORMATION**

- REAP: [http://www.ctrea.net/](http://www.ctrea.net/)
- Education Connection: [http://www.educationconnection.k12.ct.us/](http://www.educationconnection.k12.ct.us/)
- EASTCONN: [www.eastconn.org](http://www.eastconn.org)
- Connecticut State Department of Education: [http://www.state.ct.us/sde/](http://www.state.ct.us/sde/)
- SDE Bureau of Educator Standards and Certification Website: [http://www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)