**Steps To Certification**

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

The State Department of Education (SDE) requires that you meet certification requirements in place at the time the application is submitted to them, regardless of when you complete the CCSU certification program. CCSU does not notify alumni of changes in certification requirements. The SDE Bureau of Certification [http://www.ct.gov/sde/cert](http://www.ct.gov/sde/cert) has current certification information.

**Preparing the Certification Application**

1. **Coursework:** Complete all course requirements (general education, content/major area, professional education) on your curriculum sheet or planned program. Review all requirements with your advisor to verify that everything is complete.

2. **Testing:** CCSU must have passing scores on all required tests before the Certification Officer can sign the application form. See the SDE Bureau of Certification 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 form.

3. **Application Form:** Complete the ED170a–Short Form Application for Connecticut Initial Educator Certificate. The form can be downloaded from the SDE Bureau of Certification website: [http://www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)

**Complete Page One**

- Complete all items on page one. Print clearly in blue ink. Do not use cyan or sky blue ink.
- The SDE needs your social security number to locate your test scores. Though optional, we strongly recommend that you provide it.
- List the name of the institution where you did your Bachelor’s degree, even if you are a graduate student. You do not need to 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. Enter one certification code only. If seeking a cross endorsement, see Additional Endorsement Box below.

1c. to 1d. – Student teaching, practicum, or internship information is required for all certifications. Enter the month and year of the placement dates.

   **Student Teaching.** Elementary and Secondary students complete 1c only. PK-12 students with two placements complete both 1c. and 1d. DSAP students enter where you teach and were observed for EDSC/SPED 582.

   Advanced certification. **Enter internship or practicum information for the advanced certification** you are seeking in 1c. Practicum/internship courses are CNSL 591, EDL 690/691, RDG 596 or LLA 518, and RDG 696 or LLA 624/626.

2. – Subject Area Major:
   - Secondary and PK/K-12 certification enter your content area or major (math, English, music, etc.).
   - Elementary Education certification enter your academic or subject major (English, math, etc.). DO NOT PUT ELEMENTARY EDUCATION. Post-Baccalaureate certification students, enter your undergraduate major.
   - Advanced certification enter **Remedial Reading and Language Arts, Reading Consultant, School Counseling, Intermediate Administration and Supervision, or Superintendent,** as appropriate.

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 an additional certification (cross-endorsement) at this time by completing the box at the bottom of page two. The SDE reviews your transcript for eligibility for the cross-endorsement.
4. **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.** Include your current teaching certificate if you are applying for advanced certification. Drop off the form to room 154 Carroll Hall or mail it to:

Dr. Anne Pautz  
CCSU  
1615 Stanley Street  
New Britain, CT 06050

We will have your Praxis II, Pearson reading, edTPA or CAT scores on file if you requested that CCSU receive them. If you are getting certification in French, German, Italian, or Spanish, attach a copy of your ACTFL scores.

5. **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 your grades and degree are posted to the transcript.

6. **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.

**WHEN TO SUBMIT THE ED 170a FORM TO THE CCSU CERTIFICATION OFFICER**
You may submit the certification application materials during the last month of your program or any time after the semester in which you finish your program. Undergraduate student applications cannot be signed until the Bachelor’s degree is posted to the transcript. 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 APPLICATION TO THE SDE**
Do not mail the form to the SDE until the CCSU Certification Officer completes it. We will return it to you with instructions for submitting the application materials to SDE. **Do not buy your money order, cashier’s check, or certified bank check until after the CCSU Certification Officer returns the form to you.** You will send the form, fees, and transcripts together to the SDE.

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

- **Transcripts to Submit to SDE.** When you submit the application to the SDE, you will need to provide official transcripts from all institutions you have attended. If you earned a degree from an institution outside the US, submit an official copy of the transcript evaluation. The SDE accepts both unopened paper transcripts and E-transcripts. It is your responsibility to request transcripts. You should wait until the grades and degrees are posted before requesting your transcripts.

- **Paper Official Transcripts.** The SDE prefers you to submit paper transcripts from CCSU and other institutions you have attended. 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 accepted but must be sent directly to SDE by the institution’s Registrar’s Office. E-transcripts submitted by students will not be accepted. Institutions should send the e-transcript to: teacher.etranscript@ct.gov

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

**WEB RESOURCES FOR EMPLOYMENT AND INFORMATION**

REAP: [http://www.ctreap.net/](http://www.ctreap.net/)  
Education Connection: [http://www.educationconnection.k12.ct.us/](http://www.educationconnection.k12.ct.us/)  
EASTCONN: [www.eastconn.org](http://www.eastconn.org)  
SDE Bureau of Certification Website: [http://www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)