Central Connecticut State University  
School of Education and Professional Studies

**SUBMITTING THE CERTIFICATION APPLICATION TO THE STATE DEPARTMENT OF EDUCATION**

Enclosed is your Connecticut certification application with the university section completed. Please be sure that you have completed your sections of the form, including the signature and date. While CCSU recommends you for certification, it is the Connecticut State Department of Education (SDE) who makes the final decision.

**Transcripts**  
The SDE requires you to submit transcripts from all institutions you have attended.

- *Paper transcripts* must be submitted with the application form. Order the transcripts to be sent to you and leave them sealed in their envelopes. Submit the sealed transcripts with your application form. It is your responsibility to order CCSU transcripts from the Registrar’s Office.

**Social Security Numbers and Test Score Reports**  
The SDE automatically receives all test scores. However, it uses social security numbers to match scores to applicants. If you did not provide your social security number on the application, we recommend that you submit copies of your score reports to the SDE with the application. This includes Praxis, Pearson reading tests, and ACTFL tests. The SDE may still require you to have the testing company resend official score reports.

**Application Fees**  
The application fee is $200 (amount subject to change by the SDE). The SDE will only accept a money order, cashier’s check, or bank check made out to “Treasurer, State of CT.” Personal checks are not accepted.

**Submitting Materials to SDE**  
Submit the completed application form, transcripts, and fees to the State Department of Education Bureau of Educator Standards and Certification by mail or in person.

**Mail the application materials to:**  
Connecticut State Department of Education  
Bureau of Educator Standards and Certification  
P.O. Box 150471, Hartford, CT 06115-0471

**or**

**Submit the application materials in person to:**  
The Bureau of Educator Standards and Certification, 450 Columbus Blvd. Hartford, CT 06103  
Office Hours are 8:30am – 4:30pm Monday – Friday  
You may park at the nearby Morgan Street parking garage for a small fee or on-street parking is also available.

We strongly recommend that you apply for certification **immediately**. If you delay applying for certification, you risk being ineligible for certification later due to changes in state certification regulations or testing requirements. CCSU has no control over these changes. Your must meet all certification requirements in effect at the time you apply to the State Department of Education for certification.