



Information Session for 092 Certification



CENTRAL
CONNECTICUT STATE UNIVERSITY

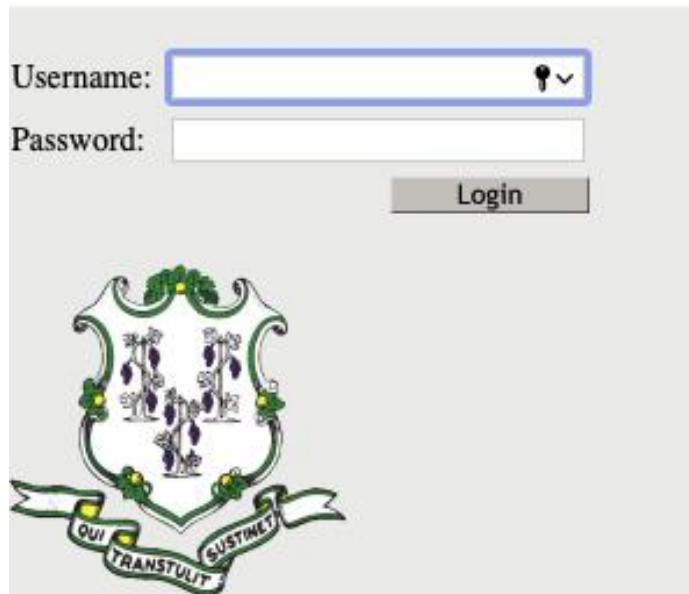
Intermediate Administrator Certification

PK - 12

The 092 Certificate enables you to work in the following roles -

- Assistant Principal/Dean of Students
- Principal
- Director of Curriculum
- Supervisor of Special Services
- Director of Pupil Services/Special Education
- Assistant Superintendent
- Athletic Director - in some districts

Submit an On-Line Application for Certification through CECS

A login form for the CECS account. It has a 'Username:' label followed by a text input field with a dropdown arrow on the right. Below that is a 'Password:' label followed by a text input field. A 'Login' button is positioned below the password field. At the bottom of the form is the official seal of the State of Connecticut, which features a shield with a tree and a figure, surrounded by a banner that reads 'QUI TRANSTULIT SUSTINET'.

Log into your CECS account

- Select Apply On-Line
- Complete the Application
- [CECS Portal](#)

You will be charged a \$50.00 application fee. When your application has been reviewed and the CCSU recommendation has been confirmed, you will be notified to pay the remaining fees. (Balance of \$150.00)

Your certificate will be posted to your CECS account once approved.



Meet all Requirements for Administrator Certification

Candidates must have **all tests passed** before a certification recommendation will be made.

CAT requires a minimum passing score of 146.

You must have completed and documented 5 years of service under your current teaching certification in order to be eligible for an #092.

Submit Transcripts to SDE

SENT TO YOU, THEN TO SDE *Write EIN on each envelope	SENT DIRECTLY TO SDE *Include EIN in transcript request
CT State Department of Education Bureau of Educator Standards and Certification P.O. Box 150471 Hartford, CT 06115 – 0471	CT State Department of Education Bureau of Educator Standards and Certification P.O. Box 150471 Hartford, CT 06115 – 0471

Please Note - Official Transcripts are required to obtain certification!
We recommend obtaining a hard copy sealed transcript. Put your EIN
number on the sealed envelope (DO NOT OPEN the envelope) and then
place that in an envelope and mail it to the state.

Complete and submit the ED 170A Form

- Complete the **highlighted sections** of the ED 170A form
- Once completed email ED 170A form as an **attachment** to taltypam@ccsu.edu. (**This is the institutional recommendation*)
- CCSU SEPS will complete the sections that are not highlighted.
- CCSU SEPS will verify all certification courses are completed.
- CCSU SEPS will batch forward completed institutional recommendation forms (**ED 170A**) to the Bureau of Certification by the 15th of every month.



Complete the ED 126 - Statement of Professional Experience

You must obtain the Superintendent or HR Director's original signature on this form.

Write your EIN at the top of the page. Mail it directly to the SDE.

CT State Department of Education
Bureau of Educator Standards and Certification
P.O. Box 150471
Hartford, CT 06115 – 0471

CT Teacher Certification Timeline

- Standard processing of certification applications is 6-8 weeks, and 10-12 weeks during peak months, from the original date of submission.



- Please note: The total cost of an Initial educator certificate is \$200.00, including the \$50 nonrefundable review fee. The money order, cashier's check or certified bank check should be made payable to "Treasurer, State of Connecticut." Personal checks cannot be accepted.

Need Help??

Email Dr. Paula Talty at taltypam@ccsu.edu