



**CENTRAL**  
**CONNECTICUT**  
**STATE UNIVERSITY**

# 092 Certification Information Session

Daisy Torres-Hill, Ed.D.  
Assistant Dean and Certification Officer  
School of Education

# 092 Intermediate Administrator Certification

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



# Connecticut Educator Certification System (CECS)

- Log into your CECS website (click [HERE](#)).
- Log in to CECS and click "Apply Online".
- Complete application.
- Cost: \$100
- Your certificate will be posted to your CECS account once approved.



# Requirements

- Candidates must pass all assessments before a certification recommendation will be made.
- CAT requires a minimum passing score of 146.
- 5 years of service under your current teaching certification



# Submit Your Institutional Recommendation (ED 170A)

- Complete the **highlighted sections** of the ED170A (Click [HERE](#)). This form is also available on our website.
- Email the completed form to Dr. Daisy Torres-Hill, Assistant Dean & Certification Officer, at [dtorres-hill1@ccsu.edu](mailto:dtorres-hill1@ccsu.edu)
- The Certification Officer will verify **completion of program requirements** and **passing scores** on all applicable assessments before completing the remaining sections.
- This application serves as your institutional recommendation to the Connecticut Department of Education.
- Institutional recommendations will be batch forwarded to the state on the **15<sup>th</sup> of each month**.



# Send Official Transcripts

- Request transcripts from all colleges/universities attended.
- **Wait until your CCSU degree is officially posted** before sending your CCSU transcript.
- Transcript requests can be found on the CCSU website.
- **We strongly recommend mailing your transcripts directly to the state.** Put your **EIN number** on the sealed envelope (**DO NOT OPEN**), place it in a new envelope and mail it to the state.
- Send transcripts (include your **EIN on the envelope**) by mail to:

<b>SENT TO YOU, THEN TO SDE</b> *Write EIN on each envelope	<b>SENT DIRECTLY TO SDE</b> *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



# 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 form (click [HERE](#)).
- Mail the form directly to the State Department of Education.

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



# Timeline

- Check your CECS account regularly for updates.
- Standard process of certification applications is 6-8 weeks and 10-12 weeks during peak months.
- If you have not received your certificate after this time, email Dr. Torres-Hill at [dtorres-hill1@ccsu.edu](mailto:dtorres-hill1@ccsu.edu)





For help, please contact Dr. Daisy Torres-Hill ([dtorres-hill1@ccsu.edu](mailto:dtorres-hill1@ccsu.edu)).

Dean's Office  
School of Education

