

ED 170

REV. 6/17

C.G.S. 10-145

C.G.S. 10-145d, P.A. 03-168

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Educator Standards and Certification

P.O. Box 150471

Hartford, CT 06115-0471

www.ct.gov/sde



Enclose a NONREFUNDABLE application fee of \$50 in the form of a money order, cashier's check or certified bank check payable to: "Treasurer, State of CT" (NO personal checks or cash accepted).

GENERAL APPLICATION FOR CERTIFICATE

PART I: PERSONAL INFORMATION (Print all information in blue ink and in uppercase letters.)

Grid of boxes for LAST NAME

LAST NAME

Grid of boxes for FIRST NAME

FIRST NAME

MI box

MI

GENDER box

GENDER

Grid of boxes for SOCIAL SECURITY NUMBER

SOCIAL SECURITY NUMBER

Grid of boxes for BIRTH DATE

BIRTH DATE (Month-Day-Year) - Required

Grid of boxes for ADDRESS (Street ONLY no P.O. Box)

ADDRESS (Street ONLY no P.O. Box)

Grid of boxes for Apt. #

Apt. #

Grid of boxes for City

(City)

Grid of boxes for State

(State)

Grid of boxes for Zip Code

(Zip Code)

FORMER LAST NAME(S) Required

Grid of boxes for PHONE (Home/Cell)

PHONE (Home/Cell)

Grid of boxes for PHONE (Work)

(Work)

Race/Ethnicity

Race/Ethnicity box

(Optional)

- 1. Native American
2. Asian/Pacific Islander
3. Black
4. White
5. Hispanic

E-MAIL ADDRESS

- 1. Have you ever been convicted of any crime, excluding minor traffic violations?
2. Have you been dismissed for cause from any position?
3. Have you ever surrendered a professional certificate, license, permit or other credential...

Pursuant to Connecticut General Statutes Section 10-221d, the State Board of Education must complete a criminal history records check on each applicant...

NOTE: If you answer "YES" to any of the above questions, you must attach a signed statement of explanation. If there are multiple incidents within each question, you must list and explain each separately.



**PART II: LIST CERTIFICATION ENDORSEMENTS REQUESTED** (See enclosed code list.)

ENDORSEMENT #1    ENDORSEMENT #2    ENDORSEMENT #3    ENDORSEMENT #4

              

Check box if bilingual endorsement is sought for above discipline(s).

If requesting endorsement 090, 098, please indicate the specific occupational/vocational area (e.g., carpentry)

**PART III: EDUCATIONAL BACKGROUND**

LIST THE NAMES OF COLLEGES OR UNIVERSITIES ATTENDED

Name of Institution	State	Major Field of Study	Year of Graduation	College Credit or Degree Awarded
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____

**PART IV: LIST TEACHING, ADMINISTRATIVE OR SPECIAL SERVICE EXPERIENCE**

*Please provide your education and work (within the last ten years) history, starting with your most recent position. Do not include student teaching, substitute or paraprofessional experience. Attach an additional sheet of paper, if needed.*

NAME OF SCHOOL	LOCATION (City, State)	JOB TITLE	SUBJECT/FIELD	GRADE(S)	DATES EMPLOYED	
					FROM (M/Y)	TO (M/Y)

**PART V: DO YOU HOLD/HAVE YOU HELD AN OUT-OF-STATE CERTIFICATE?**     YES     NO

(specify state and type of certificate)

**(Attach a copy of both sides of out-of-state certificates, covering any of the experiences listed above that are within the last 10 years.)**

**PART VII: APPLICANT ATTESTATION**

I certify that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all of the information given by me is true, complete and accurate. I understand that all application and accompanying information may be verified and that any material misrepresentation, falsification or omission may result in the denial or revocation of my certificate(s), permit(s) or authorization(s).

ORIGINAL SIGNATURE OF APPLICANT:     DATE:

**Information on this application is subject to disclosure pursuant to the Freedom of Information Act.**



## CONNECTICUT ENDORSEMENT CODES

**Teaching Endorsements**

010	Business, 7–12	055	Partially Sighted, PK–12
015	English, 7–12	057	Hearing Impaired, PK–12
018	French, 7–12	059	Blind, PK–12
019	German, 7–12	062	School Library Media Specialist
020	Italian, 7–12	072	School Nurse-Teacher
021	Latin, 7–12	073	School Dental Hygienist-Teacher
022	Russian, 7–12	089	Marketing Education, 7–12
023	Spanish, 7–12	101	World Language Instructor, Elementary
024	Other World Language, 7–12	102	Remedial Reading & Remedial Language Arts, 1–12
026	History & Social Studies, 7–12	104	Cooperative Work Education/Diversified Occupations
029	Mathematics, 7–12	110	Unique Subject-Area Endorsement
030	Biology, 7–12	111	Teaching English to Speakers of Other Languages (TESOL), PK–12
031	Chemistry, 7–12	112	Integrated Early Childhood/Special Ed., Birth – Kindergarten
032	Physics, 7–12	113	Integrated Early Childhood/Special Ed., Nursery -K–Elem. 1–3
033	Earth Science, 7–12	165	Comprehensive Special Education, K–12
034	General Science, 7–12	215	English, Middle School
035	Driver Education	226	History & Social Studies, Middle School
040	Agriculture, Pre-K–12	229	Mathematics, Middle School
041	Vocational Agriculture, 7–12	230	Biology, Middle School
042	Art, PK–12	231	Chemistry, Middle School
043	Health, PK–12	232	Physics, Middle School
044	Physical Education, PK–12	233	Earth Science, Middle School
045	Home Economics, PK–12	234	General Science, Middle School
047	Technology Education, PK–12	235	Integrated Science, Middle School
049	Music, PK–12	305	Elementary, 1–6

**Administrative Endorsements**

085	School Business Administrator
092	Intermediate Administration or Supervision
093	Superintendent of Schools
097	Reading and Language Arts Consultant
105	Department Chairperson

**Adult Education Endorsements**

088	Non-English Speaking Adults
106	High School Credit Diploma Program
107	External Diploma Program/Noncredit Mandated Programs

**Special Services Endorsements**

061	Speech and Language Pathologist
068	School Counselor
070	School Psychologist
071	School Social Worker

**Vocational Endorsements**

082	Vocational Technical Administrator
090	Occupational Subject, Vocational Technical Schools
091	Trade-Related Subjects, Vocational Technical Schools
098	Trade & Industrial Occupations – Comprehensive High School
103	Health Occupations – Comprehensive High School
108	Practical Nurse Education Instruction
109	Health Occupations – Vocational Technical Schools

**\*\*Certification Codes No Longer Issued. These codes may only be renewed by current endorsement holders\*\***

001	Pre-K–Grade 8	053	Physically Handicapped, 1–12
002	Pre-K–Grade 6	054	Physically Handicapped, 7–12
003	Pre-K–Grade 3	056	Partially Sighted, 7–12
004	Grades 1–8	058	Deaf, 7–12
005	Elementary Education, 1–6	060	Blind, 7–12
006	Middle Grades, 4–8	063	Special Teacher of Reading, 1–8
007	Academic Subjects	064	Special Teacher of Reading, 7–12
008	Pre-K and Kindergarten	065	Comprehensive Special Education, PK–12
009	Bilingual, PK–12	066	Guidance Counselor – Elementary
011	Licensed Practical Nurse	067	Guidance Counselor – Secondary
013	Elementary, K–6	069	Psychological Examiner
016	English, 7–9	074	Elementary Principal
017	Speech, 7–12	075	General Supervisor – Elementary
025	History, 7–12	076	Secondary Principal
027	Social Studies, 7–12	077	General Supervisor – Secondary
028	History & Social Studies, 7–9	078	Principal – Combined School
036	Core Curriculum	079	Special Supervisor
037	Psychology, 7–12	080	Administrative Assistant
038	Sociology, 7–12	081	Superintendent of Schools
039	Secondary Subject	083	Special Administrative
046	Vocational Home Economics, PK–12	086	Director of Adult Education (Full Time)
048	Librarian, 7–12	087	Director of Adult Education (Part Time)
050	Special Subject	094	Adult Education
051	Mentally Handicapped 1–12	095	Education Supervisor (State Department) 096
052	Mentally Handicapped 7–12	265	Comprehensive Special Education, 1–12

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**INSTRUCTIONS FOR GENERAL APPLICATION FOR CERTIFICATION**

**Use this form for all transactions EXCEPT:**

- continuation of a Connecticut Professional Educator Certificate (please use Form ED 179); or
- renewal of an Initial Educator Certificate (please use Form ED 183).

**A. For First-Time Applicants (Initial or Provisional Educator Certificate):**

- complete and sign application;
- submit \$50 nonrefundable application fee;
- submit official transcript(s); e-transcripts should be submitted directly by the college(s)/university to [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov) (submission of e-transcripts will expedite processing time);
- submit ED-125 Statement of Preparing Higher Education Institution; and/or
- submit ED-126 Statement of Professional Experience and copy of out-of-state certificate/license for applicants with prior teaching experience.

**B. For Renewal or Advancement to a Provisional Educator Certificate:**

- complete and sign application;
- submit \$250 (includes nonrefundable \$50 application fee); and
- submit ED-126 Statement of Professional Experience verifying a minimum of 10 months of full-time successful service in a Connecticut public school.

**C. For Advancement to a Professional Educator Certificate:**

- complete and sign application;
- submit \$375 (includes nonrefundable \$50 application fee);
- submit official transcript(s) verifying additional required coursework; e-transcripts submitted directly by the college(s)/university to [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov) (submission of e-transcripts will expedite processing time); and
- submit ED-126 Statement of Professional Experience verifying 30 months of successful service under a Connecticut Provisional Certificate for a Connecticut board of education or in an approved nonpublic school.

**D. Cross Endorsement if You Hold a Connecticut Teacher Certificate:**

- complete and sign application;
- submit certification fee of \$50 (total fee is \$100 per cross endorsement);
- submit official transcript(s) for coursework applicable to cross endorsement requested and not submitted since 2009; e-transcripts submitted directly by the college(s)/university to [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov) (submission of e-transcripts will expedite processing time); and
- verify successful completion of applicable testing requirements.

**E. Adult Education Certificate:**

- complete and sign application;
- submit \$50 application fee (additional \$50 fee due upon qualification); and
- submit official transcript(s); e-transcripts should be submitted directly by the college(s) to [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov) (submission of e-transcripts will expedite processing time).

**NOTES:**

- An application will not be processed without the \$50 certified bank check or money order. (No personal checks or cash accepted.)
- The Bureau of Educator Standards and Certification will notify you by e-mail if additional credentials are required. Ensure you have provided a current, accurate e-mail address.
- Retain a photocopy of all application materials for your records.

**How to contact the Bureau of Educator Standards and Certification:**

**E-mail:** [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov)

**Website:** [www.ct.gov/sde](http://www.ct.gov/sde)

**Fax:** 860-713-7017

**Phone:** 860-713-6969 24-hour automated phone line on Monday, Tuesday, Thursday and Friday between 12-4 p.m.

**(To speak with a staff member anytime during the greeting, press zero two times.)**