

Office Use

APPLICATION FOR TEMPORARY 90-DAY CERTIFICATE

PART I: PERSONAL INFORMATION

Last Name

First Name _____ **MI** _____

Street Address (required for background check) _____ **Apt. #** _____

City _____ **State** _____ **Zip Code** _____

Mailing Address (if different from above) _____ **Apt. #** _____

City _____ **State** _____ **Zip Code** _____

Phone (primary) _____ **Phone (secondary)** _____

E-mail Address

Social Security Number

Birth Date (mm/dd/yyyy) – REQUIRED

Gender: Male Female

Former Last Name(s)

Race/Ethnicity (Optional)

Native American White Hispanic
Asian/Pacific Islander Black

1. Have you ever been convicted of **any** crime, excluding minor traffic violations? Yes No
2. Have you ever been dismissed for cause from any position? Yes No
3. Have you ever surrendered a professional certificate, license, permit or other credential (including, but not limited to, an education credential), had one revoked, suspended, annulled, invalidated, rejected or denied for cause; or been the subject of any other adverse or disciplinary credential action? Yes No

Pursuant to Connecticut General Statutes Section 10-221d, the State Board of Education must complete a criminal history records check on each applicant for an initial issuance or renewal of a certificate, authorization or permit. Each applicant seeking an initial issuance or renewal of a certificate, authorization or permit must also submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to Connecticut General Statutes Section 17a-101k. In addition, the State Board of Education is required to submit periodically for a criminal history records check the database of all persons who hold any certificate, authorization or permit.

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. Submit **official** copies of court or administrative record(s), including disposition of each case.

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**INSTRUCTIONS FOR APPLICATION FOR
TEMPORARY 90-DAY CERTIFICATE*****This checklist must be attached to the complete application packet.*****Applicant:**

- a. Complete Parts I, II and III.
- b. Attach official transcript(s), signed and sealed by the registrar(s).
- c. Attach ED 125 Statement of Preparing Higher Education Institution form signed by the Alternate Route to Certification Executive Director.
- d. Have fulfilled the Praxis Core Academic Skills Test and Praxis II or ACTFL requirements. (Please note: A 90-day certificate will not be issued until all assessment requirements have been met and notification is received from the appropriate testing agency.)
- e. Return completed application to the superintendent of schools.

Local Board of Education:

- a. Part IV is to be completed and signed by the superintendent of schools, executive director or designee.
- b. Return completed application, attachments and checklist to the Bureau of Educator Standards and Certification.

**CONNECTICUT ENDORSEMENT CODES AVAILABLE THROUGH
THE ALTERNATE ROUTE TO CERTIFICATION (ARC)**

015 English, 7–12	023 Spanish, 7–12	033 Earth Science, 7–12
018 French, 7–12	024 Other World Language, 7–12	034 General Science, 7–12
019 German, 7–12	029 Mathematics, 7–12	042 Art, PK–12
020 Italian, 7–12	030 Biology, 7–12	045 Family and Consumer Sciences, PK–12
021 Latin, 7–12	031 Chemistry, 7–12	047 Technology Education, PK–12
022 Russian, 7–12	032 Physics, 7–12	049 Music, PK–12

**REQUEST FOR ISSUANCE OF TEMPORARY 90-DAY CERTIFICATE
FOR SERVICE IN LONG-TERM SUBSTITUTE TEACHING POSITION**

Last Name

First Name

MI

Social Security Number

Position/Subject or Field

Grade Level

Endorsement Code (refer to list)

If this application is being submitted by a Connecticut public school or approved nonpublic special education facility requesting the issuance of temporary 90-day certificate to cover a position that is not a permanent position (see definitions below), please read and sign the following to acknowledge agreement to the terms listed below:

- Request for temporary 90-day certificate to cover a long-term substitute assignment must be subject and grade appropriate to the area of Alternate Route to Certification (ARC) completion.
- The holder of the temporary 90-day certificate must be in the same position (same school/same classroom) for the entire validity period of the temporary 90-day certificate.
- Temporary 90-day certificates will be issued effective the date the application (ED172) is received in our office. If the district neglects to submit the application prior to the candidate's first day of service and there are not enough days in the assignment (less than 90 school days), we will be unable to issue the temporary 90-day certificate and the district will need to default to requesting a long-term substitute authorization to cover the service. No exceptions will be made to this policy.
- If for any reason, the applicant fails to complete 90 school days consecutively under the 90-day certificate or the district does not retain the applicant for the full 90 days consecutively, the service cannot be banked or combined with other experiences/districts. No exceptions will be made to this policy.
- Substitute positions must be at least 50% of a full time equivalent (FTE). The bureau will not be able to issue a 90-day certificate for any substitute position if the position is less than 50% FTE. In part-time employment cases (less than 50% FTE), the district will need to apply for a substitute teacher authorization beyond 40 days and this service will not be accepted toward the issuance of the initial educator certificate.
- Districts must attest to the existence of a special plan for supervision of the temporary 90-day certificate holder hired to serve in a long-term substitute position.
- Districts must submit two written evaluations completed during the validity period of the temporary 90-day certificate to the Bureau of Educator Standards and Certification. The second evaluation must be completed within the last twenty days of the temporary 90-day certificate. These evaluations must be submitted along with the application requesting the issuance of the initial certificate (ED 172A).
- Districts must list the holder of a temporary 90-day certificate who is serving as a long-term substitute in the EDS, coded as a long-term substitute.
- Holders of a temporary 90-day certificate (substitute or permanent service) may only participate in TEAM if they are employed in a permanent position or in one classroom in a full-year long-term substitute position that begins on the first day of the school year and concludes on the last day of the school year.

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REQUEST FOR ISSUANCE OF TEMPORARY 90-DAY CERTIFICATE FOR SERVICE IN LONG-TERM SUBSTITUTE TEACHING POSITION

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- The holder of a temporary 90-day certificate cannot pay into the Teachers' Retirement Board system (TRB) for the long-term substitute service under the 90-day certificate unless they are employed in a permanent position or in one classroom in a full-year long-term substitute position that begins on the first day of the school year and concludes on the last day of the school year.
- This agreement does not extend to ARC program completers who are eligible for the #006 endorsement (former general middle grades endorsement).
- This certificate is not transferable to any other school district. If the holder of a temporary 90-day certificate is released from employment prior to the expiration date of the temporary 90-day certificate, the time served will not count toward the issuance of the initial educator certificate. Notice of the release from employment is required, and the educator will need to serve 90 days under another temporary 90-day certificate to become eligible for an initial educator certificate.
- A temporary 90-day certificate that is issued to cover service in a long-term substitute position will include information on the certificate to distinguish it from a 90-day certificate issued to cover a permanent position.

The Board of Education will provide support and supervision specifically designed for holders of the temporary 90-day certificate, serving in permanent and long-term substitute teaching positions and will provide orientation, including instruction, in Board of Education policies and procedures.

I/we understand that any deviation from the parameters listed above may result in the nullification of the temporary 90-day certificate issued for the purpose of a long-term substitute teaching position.

Signature of Superintendent, Executive Director or Designee
(ORIGINAL SIGNATURE: NO SIGNATURE STAMPS ACCEPTED. PLEASE USE DARK BLUE INK.)

Date

Typed or printed name of person signing above

Title

Board of Education

Telephone

City State Zip

E-mail address

Signature of Applicant (Please use dark blue ink.)

Date

DEFINITIONS:

Board of Education means a Connecticut local or regional Board of Education, regional educational service center, unified school district, cooperative arrangement established pursuant to 10-158A of the Connecticut General Statutes, the Technical High School System, approved private special education facilities, the Gilbert School, Norwich Free Academy or Woodstock Academy.

Permanent means the position is indefinitely filled by the same person who is paid on the teacher salary schedule, provided with employee benefits and contributes to the Teachers' Retirement Board.

Substitute means a long-term substitute position that is filled by a person who takes the place of a permanent teacher for a defined period of time.