



APPLICATION FOR TEMPORARY AUTHORIZATION FOR A MINOR ASSIGNMENT

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

[Grid of 20 boxes for last name]

LAST NAME

[Grid of 15 boxes for first name] [MI box] [Gender box]

FIRST NAME

MI

GENDER (M/F)

[Grid of 9 boxes for social security number] [Grid of 6 boxes for birth date]

SOCIAL SECURITY NUMBER

BIRTH DATE (Month-Day-Year) – Required

[Grid of 20 boxes for address street] [Grid of 4 boxes for apartment number]

ADDRESS (Street)

(Apt #)

[Grid of 20 boxes for city]

(City)

[Grid of 2 boxes for state] [Grid of 5 boxes for zip code]

(State)

(Zip Code)

FORMER LAST NAME(S)

[Grid of 3 boxes for home phone] [Grid of 4 boxes for work phone]

PHONE

(Home)

[Grid of 3 boxes for work phone]

(Work)

Race/Ethnicity

[Optional box]

- 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? 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.

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



PART II: 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).

I understand that to obtain a reissuance of a Temporary Authorization for a Minor Assignment I will need to complete an additional six (6) semester hours of credit in the area requested.

ORIGINAL SIGNATURE OF APPLICANT

DATE:

PART III: EMPLOYING AGENT’S REQUEST (must be completed by the superintendent)

NOTE: The number of instructional periods per day for the minor assignment shall not exceed the number of instructional periods of the primary assignment. The area of the minor assignment may not exceed two (2) periods per day.

I hereby request a Temporary Authorization for a Minor Assignment for the applicant. In addition to the primary teaching assignment, the teacher will be assigned in the indicated area.

Endorsement area requested for minor assignment: _____

Check box if a bilingual endorsement is sought in the above endorsement area.

Number of periods per day for minor assignment: _____

Grade level of minor assignment: _____

School year for minor assignment: _____

Number of periods per day for primary assignment: _____

Primary teaching assignment and endorsement(s) held: _____

I am requesting one of the following Issuance Reissuance (See Note)

The applicant has earned at least 12 semester hours of college credit in the subject/field indicated above.

Official transcripts are attached.

NOTE: Regulations provide for only one reissuance of a Temporary Authorization for a Minor Assignment and will require an additional six (6) semester hours of credit in the area requested. I understand that on or before the expiration date of this renewal period, the candidate must qualify for and obtain the endorsement or discontinue teaching the subject/field.

PART IV: EMPLOYING AGENT’S SIGNATURE

Signature of Superintendent/Exec. Dir./Designee
(Original signature, no stamps accepted)

Date

Typed or Printed Name of Person Signing Above

Title

District

() _____
Telephone Number

Street City Zip Code

E-Mail Address

Original Signatures Must Be On Form Submitted



ED 173

REV. 2/12

C.G.S. 10-145

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

Regs. 10-145d-418

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Educator Standards and Certification

P.O. Box 150471 – Room 243

Hartford, CT 06115-0471

www.ct.gov/sde

**INSTRUCTIONS TO APPLICATION FOR
TEMPORARY AUTHORIZATION FOR A MINOR ASSIGNMENT**

THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET

Applicant:

- a. Complete Parts I and II.
- b. Attach official transcript(s), signed and sealed by the registrar(s), indicating the completion of a minimum of 12 semester hours of credit in the requested area.
- c. Return completed application to the superintendent of schools.

Employing Agent:

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

KEY TO ENDORSEMENT CODES

010	Business, 7 – 12	055	Partially Sighted, Pre-K – 12
015	English, 7 – 12	057	Hearing Impaired, Pre-K – 12
018	French, 7 – 12	059	Blind, Pre-K – 12
020	Italian, 7 – 12	062	School Library Media Specialist
021	Latin, 7 – 12	089	Marketing Education, 7 – 12
022	Russian, 7 – 12	101	World Language Instructor, Elementary
023	Spanish, 7 – 12	102	Remedial Reading & Remedial Language Arts, 1 – 12
024	Other World Language, 7 – 12	104	Cooperative Work Education/Diversified Occupations
026	History & Social Studies, 7 – 12	111	Teaching English to Speakers of Other Languages (TESOL), Pre-K – 12
029	Mathematics, 7 – 12	215	English, Middle School
030	Biology, 7 – 12	226	History & Social Studies, Middle School
031	Chemistry, 7 – 12	229	Mathematics, Middle School
032	Physics, 7 – 12	230	Biology, Middle School
033	Earth Science, 7 – 12	231	Chemistry, Middle School
034	General Science, 7 – 12	232	Physics, Middle School
040	Agriculture, Pre-K – 12	233	Earth Science, Middle School
041	Vocational Agriculture, 7 – 12	234	General Science, Middle School
042	Art, Pre-K – 12	235	Integrated Science, Middle School
043	Health, Pre-K – 12		
044	Physical Education, Pre-K – 12		
045	Home Economics, Pre-K – 12		
047	Technology Education, Pre-K – 12		
049	Music, Pre-K – 12		

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