

## **Retired Teachers**

### **Fact Sheet #128**

#### **1. Should I continue to keep my certificate active after I retire?**

That is a personal decision. If you wish to work part-time in a school district, or as a substitute, it would be a good idea to keep your certificate valid.

#### **2. What do I need to do to keep my certificate valid?**

- a. Check your current certificate so that you know its expiration date.
- b. Six (6) months prior to the expiration date, contact the Bureau of Certification and Professional Development by phone, email, or letter, and request form ED179.
- c. Complete both sides of the form and mail it to the Bureau of Certification and Professional Development. No other information should be mailed with the form.

#### **3. Do I need to complete 9 CEUs?**

A person with a professional educator certificate needs to complete CEUs while employed by a local or regional board of education. This includes retired educators working part-time, or in an interim or acting position, under their certificate. Substitute teachers do not need to acquire CEUs.

#### **4. How can I contact the Bureau of Certification and Professional Development?**

There are several ways to contact the Bureau:

**Mailing Address:** Bureau of Certification and Professional Development  
Connecticut State Department of Education  
P.O. Box 150471  
Hartford, Connecticut 06115-0471

**Phone:** 860-713-6969  
Monday through Friday  
1:00 p.m. – 5:00 p.m.  
To speak to a certification specialist, dial “0” after the greeting.

**Email:** [teacher.cert@po.state.ct.us](mailto:teacher.cert@po.state.ct.us)

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

**The information contained on this fact sheet is subject to change without notice.**