



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."

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 and MI

FIRST NAME

MI

GENDER (M/F)

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)

ADDRESS (Street)

(Apt #)

Grid of boxes for City

(City)

Grid of boxes for State and Zip Code

(State)

(Zip Code)

FORMER LAST NAME(S)

Grid of boxes for Home Phone

PHONE

(Home)

Grid of boxes for Work Phone

(Work)

Race/Ethnicity

(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 ever 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**

Identify endorsement codes for which you are applying (see enclosed code list).

<b>ENDORSEMENT #1</b>	<b>ENDORSEMENT #2</b>	<b>ENDORSEMENT #3</b>	<b>ENDORSEMENT #4</b>
□ □ □	□ □ □	□ □ □	□ □ □

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
_____	_____	_____	□ □ □ □	_____
_____	_____	_____	□ □ □ □	_____
_____	_____	_____	□ □ □ □	_____

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

*Please provide a complete 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	

**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 VI: OCCUPATIONAL EXPERIENCE. IF YOU ARE APPLYING FOR A VOCATIONAL CERTIFICATE, LIST YOUR APPROPRIATE WORK EXPERIENCE**

NAME OF EMPLOYER	LOCATION (City, State)	JOB TITLE	DATES EMPLOYED	
			From (M/Y)	To (M/Y)

**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
013	Elementary, K – 6
015	English, 7 – 12
018	French, 7 – 12
019	German, 7 – 12
020	Italian, 7 – 12
021	Latin, 7 – 12
022	Russian, 7 – 12
023	Spanish, 7 – 12
024	Other World Language, 7 – 12
026	History & Social Studies, 7 – 12
029	Mathematics, 7 – 12
030	Biology, 7 – 12
031	Chemistry, 7 – 12
032	Physics, 7 – 12
033	Earth Science, 7 – 12
034	General Science, 7 – 12
035	Driver Education
040	Agriculture, Pre-K – 12
041	Vocational Agriculture, 7 – 12
042	Art, PK – 12
043	Health, PK – 12
044	Physical Education, PK – 12
045	Home Economics, PK – 12
047	Technology Education, PK – 12

049	Music, PK – 12
055	Partially Sighted, PK – 12
057	Hearing Impaired, PK – 12
059	Blind, PK – 12
062	School Library Media Specialist
072	School Nurse-Teacher
073	School Dental Hygienist-Teacher
089	Marketing Education, 7 – 12
101	World Language Instructor, Elementary
102	Remedial Reading & Remedial Language Arts, 1 – 12
104	Cooperative Work Education/Diversified Occupations
110	Unique Subject-Area Endorsement
111	Teaching English to Speakers of Other Languages (TESOL), PK – 12
112	Integrated Early Childhood/Special Ed., Birth – Kindergarten
113	Integrated Early Childhood/Special Ed., Nursery -K – Elem. 1 – 3
165	Comprehensive Special Education, K – 12
215	English, Middle School
226	History & Social Studies, Middle School
229	Mathematics, Middle School
230	Biology, Middle School
231	Chemistry, Middle School
232	Physics, Middle School
233	Earth Science, Middle School
234	General Science, Middle School
235	Integrated Science, Middle School

**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	054	Physically Handicapped, 7 – 12
002	Pre-K – Grade 6	056	Partially Sighted, 7 – 12
003	Pre-K – Grade 3	058	Deaf, 7 – 12
004	Grades 1 – 8	060	Blind, 7 – 12
005	Elementary Education, 1-6	063	Special Teacher of Reading, 1 – 8
006	Middle Grades, 4 – 8	064	Special Teacher of Reading, 7 – 12
007	Academic Subjects	065	Comprehensive Special Education, PK – 12
008	Pre-K and Kindergarten	066	Guidance Counselor – Elementary
009	Bilingual, PK – 12	067	Guidance Counselor – Secondary
011	Licensed Practical Nurse	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)
052	Mentally Handicapped 7 – 12	096	Reading Consultant, K – 8
053	Physically Handicapped, 1 – 12	265	Comprehensive Special Education, 1 – 12

<b>INSTRUCTIONS FOR GENERAL APPLICATION FOR CERTIFICATION</b>
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**Use this form for all transactions EXCEPT:**

- ◆ conversion of a Connecticut Permanent or Standard Certificate (please use Form ED 176A);
- ◆ 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 the first-time applicant, or if you are unsure of your eligibility, please submit:**

- ✓ completed and signed application;
- ✓ minimum nonrefundable fee of \$50 (final fee to be determined);
- ✓ official transcript(s);
- ✓ *Statement of Preparing Higher Education Institution*; and/or
- ✓ *Statement of Professional Experience* and copy of out-of-state certificate/license for applicants with prior teaching experience.

For vocational education endorsements contact our office for official documentation required or obtain the Vocational Education fact sheet at <http://www.state.ct.us/sde/dtl/cert/facts01/fact124.htm>.

**B. Provisional Educator Certificate**

For holders of an Initial Educator Certificate, please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$250 (includes nonrefundable \$50 application fee); and
- ✓ *Statement of Professional Experience* verifying a minimum of 10 months of full-time successful service in a Connecticut public school.

BEST results, if applicable, will be submitted electronically to the Bureau of Educator Standards and Certification.

\* OR \*

For applicants with three years of appropriate education experience within the last 10 years, please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$250 (includes nonrefundable \$50 application fee); an additional \$100 fee is required for each additional endorsement granted;
- ✓ official transcript(s);
- ✓ *Statement of Professional Experience* verifying 30 months of successful service within the last 10 years in Connecticut public or approved nonpublic schools, or out-of-state public or approved nonpublic schools; and
- ✓ copy of out-of-state certificate/license.

**C. Professional Educator Certificate**

For applicants who hold a Connecticut Provisional Educator Certificate please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$375 (includes nonrefundable \$50 application fee);
- ✓ official transcript(s) showing additional post-baccalaureate credits related to the endorsement sought; and
- ✓ *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. For a cross endorsement (applicants who already hold a valid Connecticut certificate) please submit:**

- ✓ completed and signed application;
- ✓ certification fee of \$100 (an additional \$100 fee is required for each additional endorsement granted);
- ✓ official transcript(s); and
- ✓ evidence of successful completion of testing requirements.

**E. For adult education certification, please submit:**

- ✓ completed and signed application;
- ✓ certification fee of \$100;
- ✓ official transcript(s); and
- ✓ evidence of successful completion of testing requirements.

**CREDENTIALS REQUIRED: The following descriptions cover the credentials identified in items A – E.**

1. **A nonrefundable application fee of \$50** or the full fee based on the certificate type and number of endorsements granted, as specified in A – E, must be received with the application form. The nonrefundable \$50 fee is applied toward the final cost of the certificate. All fees must be submitted in the form of a certified bank check **or** money order, payable to “Treasurer, State of Connecticut.”
2. **Official transcripts must** document all course work completed. Official transcripts must include the embossed or colored seal of the issuing college or university.
3. **Statement of Preparing Higher Education Institution** must include the embossed or colored seal of the college or university and the signature of the certification officer or dean of the preparation program at the institution where the applicant was prepared.
4. **Statement of Professional Experience** must verify the completion of appropriate experience/service in Connecticut public or approved nonpublic schools, or out-of-state public or approved nonpublic schools, if applicable.
5. **A copy of an out-of-state certificate/license** covering the period of educational experience within the last 10 years and **related** to the certification endorsement sought must be provided. Submit a photocopy of the front and back and a key to the certification codes on the certificate.

**NOTES:**

- An application will be returned if it is received without the minimum \$50 certified bank check or money order.
- **Evidence of successful completion of testing requirements** is required, applicable to the endorsement(s) requested, as reported by the appropriate testing agency. **Testing Deferral:** Candidates who completed a planned program at an approved out-of-state institution and/or have teaching experience in another state are eligible for a one-year deferral of testing requirements. A certificate issued with a testing deferral is valid for one year and is nonrenewable.
- The Bureau of Educator Standards and Certification will notify you in writing if additional credentials are required.

***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 Interactive Voice Response (IVR) for applicants.  
(To speak with a staff member, call the IVR Monday, Tuesday, Thursday, Friday between 12-4 p.m.)