



APPLICATION FOR DURATIONAL SHORTAGE AREA PERMIT (DSAP)

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] [MI] [GENDER (M/F)]

FIRST NAME

MI

GENDER (M/F)

[Grid of boxes for SOCIAL SECURITY NUMBER] [Grid of boxes for BIRTH DATE]

SOCIAL SECURITY NUMBER

BIRTH DATE (Month-Day-Year) – Required

[Grid of boxes for ADDRESS (Street)] [Grid of boxes for (Apt #)]

ADDRESS (Street)

(Apt #)

[Grid of boxes for (City)]

(City)

[Grid of boxes for (State)] [Grid of boxes for (Zip Code)]

(State)

(Zip Code)

FORMER LAST NAME(S)

[Grid of boxes for PHONE (Home)]

PHONE

(Home)

[Grid of boxes for PHONE (Work)]

(Work)

Race/Ethnicity

[Optional] [Grid of boxes]

- 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.

Original Signatures Must Be On The Form Submitted



PART II: EDUCATIONAL BACKGROUND

List the names of the colleges or universities attended:

Name of Institution	State	Dates Attended		Major Field of Study	Degree Awarded
		From	To		

PART III: PROFESSIONAL EXPERIENCE

I have served in the following position(s) in a public school or approved nonpublic school:

POSITION HELD	FROM	TO	SUBJECT/FIELD	GRADE LEVEL

PART IV: CANDIDATE 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).

SIGNATURE OF CANDIDATE:

DATE:

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





PART V: EMPLOYING AGENT REQUEST FOR FIRST ISSUANCE OF THE DSAP

1. No certified candidate suitable for the position is available to serve in the subject(s)/field(s) requested. I hereby request issuance of a DSAP for the applicant to serve as:

 Specific Subject or Field to be Taught Grade Level Endorsement Code (refer to Page 4)

- Check box if bilingual endorsement is sought in above subject.

2. List dates and specific locations of newspaper, media, vacancy notices, university postings, Internet job positions, teacher agency listings, etc. Please note that advertisements must be within three (3) months.

3. a. Total number of candidates who applied for this position:
- b. Number of candidates who hold appropriate Connecticut certification:
- c. Number of candidates interviewed for this position:
- d. Reason(s) why certified candidates, if any, were not hired. Include any circumstances and conditions which make this position difficult to fill: _____

4. Indicate why a DSAP is requested for this particular uncertified applicant. _____

PART VI: ATTESTATION AND SIGNATURE OF EMPLOYING AGENT

The candidate named on this application:

- Has a bachelor's degree from a regionally accredited higher education institution or Connecticut higher education institution accredited by the Board of Governors.
- Has completed a minimum of 12 semester hours of credit in the subject or field requested.
- Has met the Praxis I (PPST) requirement or Praxis I (PPST) waiver. (Write N/A if the applicant holds a valid Connecticut teaching certificate, with the exception of an Interim Educator Certificate, or has previously met the Praxis I Computer-Based Test requirement.)
- Has met the appropriate Praxis II examination(s) or American Council of Teachers of Foreign Languages Oral Proficiency Interview and Writing Proficiency Test, for which the core academic endorsement is sought.
- Will be given special attention in the form of supervision and other assistance, as appropriate.

(continued)

CONNECTICUT ENDORSEMENT CODES

Teaching Endorsements

010	Business, 7 – 12	049	Music, PK – 12
013	Elementary, K – 6	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

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

NOTE: Bilingual codes are not provided. Check appropriate box on application to request a bilingual endorsement.

ED 177
REV. 2/12
C.G.S. 10-145
C.G.S. 10-145d
Regs. 10-145d-421,422

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 FOR FORM ED 177

APPLICATION FOR FIRST ISSUANCE OF THE DURATIONAL SHORTAGE AREA PERMIT (DSAP)

A Durational Shortage Area Permit (DSAP) may be requested by the employing agent* of a board of education if a position cannot be filled by an appropriately certified candidate. An application for issuance of a DSAP cannot be initiated by the applicant. The effective date of the DSAP will be the date the original ED 177 is received, provided all requirements for issuance have been met on or before this date. An ED 177 must be submitted prior to the first day of employment.

The following checklist outlines the requirements/documents which must be submitted by the employing agent in order for the Bureau of Educator Standards and Certification to determine eligibility for a DSAP.

CANDIDATE

- a. Complete Parts I, II, III and IV of the application form (ED 177).
- b. Ensure that Praxis I (PPST) or Praxis I (PPST) waiver requirement has been met. Praxis I (PPST) is not required if the candidate already holds a valid Connecticut certificate or has previously met the PRAXIS I Computer-Based Test requirement. Candidates who hold or held an Interim Educator Certificate with a deferral for Praxis I (PPST) are not eligible for a DSAP until the Praxis I (PPST) has been met. Praxis I (PPST) information is available on-line at: www.ets.org/praxis. Praxis I (PPST) waiver information is available on-line at: www.ct.gov/sde.
- c. Ensure that the appropriate Praxis II examination(s) or American Council of Teachers of Foreign Languages Oral Proficiency Interview and Writing Proficiency Test, for which the core academic endorsement is sought, has been met.
- d. Attach official transcripts showing the completion of at least 12 semester hours of credit in the subject for which the DSAP is requested. An official transcript showing the completion of a bachelor's degree must be included if the candidate has never held certification in Connecticut.

EMPLOYING AGENT*

The application form (ED 177) and supporting documentation must be submitted by the employing agent to the Bureau of Educator Standards and Certification. The “Evidence of Enrollment” form (Attachment) may be submitted separately.

- a. Complete Parts V and VI of the application form (ED 177).

*“Employing agent” refers to the superintendent of schools, executive director or their designee.

ED 177-Instructions
FIRST ISSUANCE

- b. Complete the “Evidence of Enrollment” form (Attachment) - Part A, if applicable. If this part is required, return the Attachment to the candidate for signature by the appropriate higher education official where the candidate is enrolling in a teacher preparation program or the Alternate Route to Certification program. The Attachment need not be completed if the candidate holds a valid Connecticut certificate and is completing course work under a DSAP to fulfill requirements for a cross endorsement, or if the candidate has at least 20 school months of successful teaching experience in an approved nonpublic school.

HIGHER EDUCATION OFFICIAL**

- a. Complete the “Evidence of Enrollment” form (Attachment) - Part B and Part C, if applicable. The Attachment need not be completed if the candidate holds a valid Connecticut educator certificate and is completing course work under a DSAP to fulfill requirements for a cross endorsement, or if the candidate has at least 20 school months of successful teaching experience in the same approved nonpublic school.

ED 177
REV. 2/12
C.G.S. 10-145
C.G.S. 10-145d
Regs. 10-145d-421,422

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INSTRUCTIONS FOR FORM ED 177

APPLICATION FOR REISSUANCE OF THE DURATIONAL SHORTAGE AREA PERMIT (DSAP)

A Durational Shortage Area Permit (DSAP) may be requested by the employing agent* of a board of education if a position cannot be filled by an appropriately certified candidate. An application for issuance of a DSAP cannot be initiated by the applicant. The effective date of the DSAP will be the date the original ED 177 is received, provided all requirements for issuance have been met on or before this date. An ED 177 must be submitted prior to the first day of employment.

The following checklist outlines the requirements/documents which must be submitted by the employing agent in order for the Bureau of Educator Standards and Certification to determine eligibility for a DSAP.

CANDIDATE

- a. Complete Parts I, II, III and IV of the application form (ED 177).
- b. Attach official transcripts showing the completion of at least nine semester hours of credit during the validity period of the previous DSAP in the subject for which the DSAP is requested.

EMPLOYING AGENT*

The application form (ED 177) and supporting documentation must be submitted by the employing agent to the Bureau of Educator Standards and Certification. The Attachment may be submitted separately.

- a. Complete Parts VII and VIII of the application form (ED 177).
- b. Complete the “Evidence of Enrollment” form (Attachment) - Part A, if applicable. If this part is required, return the Attachment to the candidate for signature by the appropriate higher education official where the candidate is enrolling in a teacher preparation program or the Alternate Route to Certification program. The Attachment need not be completed if the candidate holds a valid Connecticut certificate and is completing course work under a DSAP to fulfill requirements for a cross endorsement, or if the candidate has at least 20 school months of successful teaching experience in an approved nonpublic school.

*“Employing agent” refers to the superintendent of schools, executive director or their designee.

ED 177-Instructions
REISSUANCE

HIGHER EDUCATION OFFICIAL**

- a. Complete the “Evidence of Enrollment” form (Attachment) - Part B and Part C, if applicable. The Attachment need not be completed if the candidate holds a valid Connecticut educator certificate and is completing course work under a DSAP to fulfill requirements for a cross endorsement, or if the candidate has at least 20 school months of successful teaching experience in the same approved nonpublic school.

***Higher education official* refers to the certification officer or the academic director of the Alternate Route to Certification (ARC) program.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
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EVIDENCE OF ENROLLMENT IN A CONNECTICUT APPROVED EDUCATOR PREPARATION PROGRAM OR A CONNECTICUT APPROVED ALTERNATE ROUTE TO CERTIFICATION (ARC) PROGRAM

NOTE: The Attachment need not be completed if the candidate holds a valid Connecticut teaching certificate and is completing course work toward a cross endorsement.

PART A: Verification of Employment (this part must be completed by the employing agent)

_____ Candidate's Last Name	_____ First Name	_____ MI	_____ Social Security Number
_____ Position/Subject or Field	_____ Grade Level	_____ Endorsement Code (refer to list)	

Check box if bilingual endorsement is sought in above subject.

The candidate named above is being considered for a position which requires the completion of course work under a Durational Shortage Area Permit (DSAP).

_____ Signature of Superintendent, Executive Director or Designee (Original Signature: No Signature Stamp Accepted)	_____ Date		
_____ Typed or Printed Name of Person Signing Above	_____ Title		
_____ Employing Agent	_____ Telephone		
_____ City	_____ State	_____ Zip Code	_____ E-mail Address

PART B: Evidence of Enrollment or Application to a Connecticut Approved Planned Educator Preparation Program

Complete Part B AND Part C

Evidence of Enrollment for Admission to a Connecticut Approved Planned Educator Preparation Program

The above-named candidate is currently enrolled in or has applied for admission to a Connecticut approved planned program leading toward the institution's recommendation for certification in:

_____ Position/Subject or Field	_____ Grade Level	_____ Date of Enrollment or Date of Application for Admission
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Total number of semester hours of credit required to complete this certification program:

Number of semester hours of credit the candidate has already completed:

(Over)

ED 177-Attachment

Part C: Attestation and Signature of the Certification Officer or the Academic Director of the Alternate Route to Certification (ARC) Program

_____ Signature of Certification Officer or Academic Director of the ARC Program			_____ Date
_____ Typed or Printed Name of Person Signing Above			_____ Title
_____ College or University			_____ Telephone
_____ City	_____ State	_____ Zip Code	_____ E-mail Address

Mail Completed Form To:

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