



ADJUNCT ARTS INSTRUCTOR PERMIT

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

LAST NAME

FIRST NAME MI GENDER (M/F)

SOCIAL SECURITY NUMBER BIRTH DATE (Month-Day-Year) – Required

ADDRESS (Street) (Apt #)

(City)

(State) (Zip Code) FORMER LAST NAME(S)

PHONE (Home/Cell)

E-MAIL ADDRESS

Race/Ethnicity (Optional) 1. Native American 2. Asian/Pacific Islander 3. Black 4. White 5. Hispanic

- 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. Also provide a minimum of three letters of professional recommendation to include, but not limited to, a reference to character, signed and dated within three months of submission.

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

**PART II: EDUCATIONAL BACKGROUND**

List higher education institution(s) which you attended. Attach a separate sheet if you need additional space.

NAME OF INSTITUTION	STATE	DATES ATTENDED		DEGREE/MAJOR
		FROM	TO	

**PART III: ARTISTIC EXPERIENCE**

Verification of three years of work experience in the artistic area OR one year experience and two years specialized schooling related to the artistic specialty.

**PART IV: PROFESSIONAL EXPERIENCE**

Verification of 180 hours of cumulative experience working with children in private or public settings or two years of experience as a full-time faculty member at an institution of higher education.

**NOTE:** Verification of experience must be on company/institutional letterhead and contain the original signature of the Head of Human Resources or supervisor. An official transcript(s) must be submitted to verify specialized schooling.

**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:

**PART V: EMPLOYING AGENT REQUEST**

(must be an Interdistrict Arts Magnet High School (approved on or before 7-1-09) or Cooperative Arts and Humanities Magnet High School in New Haven)

I hereby request issuance of an Adjunct Instructor Permit for the aforementioned applicant to serve no more than 15 classroom instructional hours per week as indicated below.

Endorsement Area \_\_\_\_\_ Grade \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)  
 Initial Permit  Renewal Permit

Signature of Superintendent/Executive Director/Designee  
(Original signature, no stamps accepted)

\_\_\_\_\_ Date

Typed or Printed Name of Person Signing Above

\_\_\_\_\_ Title

Name of Director of Interdistrict Arts Magnet High School  
or Cooperative Arts and Humanities Magnet High School  
in New Haven

( ) \_\_\_\_\_  
Telephone Number

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ E-Mail Address

**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](http://www.ct.gov/sde)

**INSTRUCTIONS TO APPLICANT FOR ADJUNCT ARTS INSTRUCTOR PERMIT**

**THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET**

**Applicant:**

- a. Complete Parts I, II, III and IV.
- b. Submit official transcript(s), signed and sealed by the registrar(s). Transcripts must be sent directly from the college/university/specialized school.
- c. Attach verification of Artistic and Professional Work Experience. Verification must be on institutional and/or company letterhead and signed by the Director of Human Resources or supervisor. Specialized schooling must be verified by submission of official transcripts. Transcripts must be sent directly to CT State Department of Education from the college/university.
- d. Return completed application to the Executive Director of the school requesting the permit.

**Interdistrict Arts Magnet High Schools or Cooperative Arts and Humanities Magnet High School in New Haven**

- a. Part V is 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.

**Use for part time employment only in Interdistrict Arts Magnet High Schools or Cooperative Arts and Humanities Magnet High School in New Haven.**

**ENDORSEMENT AREAS**

Art  
Dance  
Music  
Theater  
Other (write in)