



# STATE OF CONNECTICUT

Department of Education



**TO:** Superintendent of Schools; RESC, Executive Directors; Approved Private Special Education Facilities, Executive Directors; Charter School Directors; and Personnel Directors

**FROM:** Nancy L. Pugliese, Ph.D., Chief  
Bureau of Educator Standards and Certification

**DATE:** September 22, 2010

**SUBJECT:** Criminal History Record Checks for Educator Preparation Program Candidates

As you may know, statutory requirements regarding criminal history record checks were amended by Public Act 09-01, Section 8, as follows:

Each local or regional board of education shall require each worker ... **“on and after July 1, 2010, in a nonpaid, non-certified position completing preparation requirements for the issuance of an educator certificate...** who performs a service directly involving student contact must submit to state and national criminal history background checks within 30 days from the date that the worker begins to perform such service.”

This new requirement means that any candidate in a preparation program leading to certification as a teacher, special service, etc, who has not had a criminal history background check, must do so prior to being placed in a school for clinical experiences such as field experience, student teaching or internship.

Because preparation candidates in any program leading to certification have multiple placements across their preparation program and usually in multiple districts, we have established procedures that require these candidates to be fingerprinted through the Regional Educational Service Centers (RESCs) and not through local police stations or school districts. The RESCs have the authority and facility to share the results of the fingerprinting and background checks with districts within their region and in other regions. Sharing this information regionally will be important for the multiple district placements that a candidates may have over several years that they are enrolled in a preparation program.

Therefore, we ask superintendents, and other district personnel involved in placing candidates for clinical experiences to work with their RESCs to ensure that candidates can verify that he or she has been fingerprinted. The results of the background checks, should there be a criminal history, will be reported to the school district by the RESC. If the school district receives notice of a conviction of a crime by a person in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, the school district must send such notice to the State Board of Education, Bureau of Educator Standards and Certification – **see attached form**. The Bureau will then contact the preparation institution or organization placing the candidate for clinical experience and may require evidence of due diligence in reviewing the candidate’s fitness to be enrolled in a preparation program.

The Department has developed detailed guidelines for the preparation institutions and districts. These guidelines are posted to our website at: <http://www.sde.ct.gov/sde/fingerprinting>

If you have any questions, please contact Kathleen DeFelice at [kathleen.defelice@ct.gov](mailto:kathleen.defelice@ct.gov) or 860-713-6722. Thank you for your continued support and cooperation in working to ensure the safety of Connecticut’s school children.

NLP:kd

cc: RESC Fingerprinting Contacts  
Deans and Certification Officers

Attachment: Notification of Conviction of Candidates Enrolled in Educator Preparation Programs

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Bureau of Educator Standards and Certification,  
Hartford, Connecticut**

**Notification of Conviction  
Candidates Enrolled in Educator Preparation Programs**

Sec. 10-221d of the CGS as amended by Public Act 09-01, Section 8, requires that each local or regional board of education shall require each worker ... "on and after July 1, 2010, in a nonpaid, non-certified position completing preparation requirements for the issuance of an educator certificate pursuant to chapter 166... who performs a service directly involving student contact must submit to state and national criminal history background checks within 30 days from the date that the worker begins to perform such service."

In addition, if the local or regional board of education receives notice of a conviction of a crime by a person, on and after July 1, 2010, in a non-paid, non-certified position completing preparation requirements for the issuance of an educator certificate, the local or regional board of education shall send such notice to the State Board of Education.

The background checks must be completed in accordance with Sec. 29-17a of the C.G.S. through the Connecticut Department of Public Safety. Background checks completed by private companies do not fulfill the requirements of the statute.

Please forward this notification sheet **with a copy of the conviction notice** to:

Kathleen DeFelice, Education Consultant  
Bureau of Educator Standards and Certification  
P.O. Box 150471, Room 243  
Hartford, CT. 06115-0471

Candidate's Name: \_\_\_\_\_

Institution where candidate is enrolled: \_\_\_\_\_

Reporting RESC/School District: \_\_\_\_\_

RESC/District Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_