Steps to Certification
Reading Certification

Assumptions:
- You are admitted to the Professional Program for Teacher Certification for Reading students.
- You will complete your program with a CCSU GPA of 3.0 if you are in a graduate program. You have completed all courses required by the state towards Remedial Reading and Language Arts Certification (102) and Reading and Language Arts Consultant Certification (097).

Steps:
1. Follow the instructions for downloading and completing the “ED170-A Short Form Application for Connecticut Initial Educator Certificate”

2. Submit the certification application to Dr. Anne Pautz, Assistant Dean, Central Connecticut State University, School of Education and Professional Studies, 1615 Stanley Street, Barnard Hall Room 203, New Britain, CT 06050. Certification students in Reading should include a photocopy of current teaching certificate.

3. The School of Education Assistant Dean, who is the CCSU certification officer, verifies that all certification requirements have been met, completes the recommendation, and signs the form.

4. The application is mailed back to you with instructions for submitting to the State Bureau of Educator Preparation and Certification in Hartford, which will award the certification.

5. The State Department of Education (SDE) randomly audits 10% of all CCSU applications. This audit is routine and does not indicate a problem with the certification. If you are selected for an audit, SDE will ask you to submit transcripts from all institutions you have attended. It is your responsibility to have all transcripts submitted to the SDE.

If you have any questions, contact:
Dr. Anne Pautz
Assistant Dean, School of Education and Professional Studies
Barnard Hall Room 203
Phone: (860) 832-2125