

STEPS TO CERTIFICATION

Reading Certification

Assumptions

- You are in the Professional Program for Teacher Certification for Reading students are admitted to the Professional Program at admission to Graduate Studies.
- 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 down loading and completing the "ED170-A Short Form Application for Connecticut Initial Educator Certificate" included on page 2 of this sheet. See instructions for completing application.
2. Submit the certification application to Dr. Anne Pautz, Assistant Dean, Central CT State University, School of Education and Professional Studies, 1615 Stanley Street, Room 248 Barnard Hall. 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 it to the State Bureau of Educator Preparation and Certification in Hartford, which will award the certification.
5. The 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 questions, contact:

Dr. Anne Pautz

Assistant Dean, School of Education and Professional Studies

248 Barnard Hall

Phone: 860-832-2125

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CONNECTICUT CERTIFICATION

Download the Connecticut Certification Application From the Web

- Go to the SDE Teacher Certification web page: <http://www.ctcert.org/>
- Select link to *Application Forms* from the menu on the left.
- Select link to form [ED 170A Short Form Application for Connecticut Initial Educator Certificate](#)
- Download and print the form and instructions (4 pages). **Print the form on standard (16 or 20#) white paper.**

Complete Page One

- Follow all state instructions carefully; print clearly in black ink as the form may be processed electronically.
- Provide personal information as requested.
- List the name of the institution awarding your Bachelors degree. Do not list the degree itself.
- We hope you will help us to meet accreditation requirements by providing the race/ethnic data.
- Answer the criminal history questions. If you have any convictions, please provide the requested information.
- Sign and date your application.

Complete Page Two

Complete page 2 through item number 2.

1a. – Enter the appropriate certification endorsement code from the *Connecticut Endorsement Codes* list included with the form. **DO NOT** use codes from the list at the bottom of the page, as these are no longer in use. Enter one certification code only. If seeking a second certification cross endorsement, see *Additional Endorsement Box* below.

1c. to 1d. – Student practicum information is required for all certifications, including advanced certifications. List the month and year of placement dates. Students in programs with two placements complete both 1c. and 1d.

2 – Subject Area Major:

- ◆ Advanced certification in Reading, School Counseling or Administration, indicate Reading, as appropriate.
- 3 to 5 – Do not complete. The CCSU Certification Officer will complete the rest of the form.

Additional Endorsement Box – We recommend applying for cross endorsements separately at a later date to avoid delay in processing by the SDE. Apply for additional certification (cross-endorsement) at this time by completing the box at the bottom of page two. You must have official transcripts submitted to the SDE for evaluation for the cross-endorsement.

Previous Teaching Certification

If seeking certification in Reading **attach a photocopy** of any current Connecticut teaching certificate(s).

Transcripts

Do not submit transcripts to the CCSU Certification Officer. If applying for advanced certification in Reading, provide the SDE official transcripts when submitting the application to them. It is your responsibility to request transcripts from the CCSU registrar's office.

Submit the Application form to the CCSU Certification Officer

Submit form and photocopy of any required test scores or previous teaching certificates to the CCSU Certification Officer, room 248 Barnard Hall during the last two weeks of or after the semester in which you finish your program. Graduate student applications cannot be signed until final grades are posted. **Incomplete or incorrect forms will be returned, delaying certification.**

Sending the Form to the SDE

Do not mail the form to the SDE in Hartford until the CCSU Certification Officer has completed it. We will return it to you with a letter containing mailing instructions. **Do not buy your money order, bank draft, cashier's check, or certified bank check until after the CCSU Certification Officer returns the form to you!**