



**Memorandum**

TO: EDL Students

FROM: Educational Leadership & Policy Studies

RE: Process for Applying for Certification – 092 (Initial Intermediate Administrator Certification)

Reminder – due to the increased volume of students applying for certification, the following process is enacted to facilitate the application process:

1. Students must submit all required components of the certification packet ***at the same time***. Please note that the office **will not** accept any incomplete certification packets. Please remember to submit to the department office at TE-6 via U.S. mail or in person during regular business hours (9-5p.m.).
2. The following elements represent a complete certification packet:
  - a. Department Certification Form
  - b. State of Connecticut ED-170A Application Form
  - c. Employment Verification Form (SSPE)
  - d. C.A.T. Results (copy)
  - e. EDL 688 Internship Field Experience Report Form (make sure that all required signatures are included with the exception of the department chair's signature)
  - f. Verification of Completion of EDL 664 Administrative Applications of the Computer OR Technology Portfolio
  - g. Verification of Completion of Special Education Requirement
  - h. Web print-out of SCSU transcript showing EDL courses taken (make sure that all grades are posted – incomplete transcripts will not be accepted)
  - i. School of Education Certification Survey

**\* IMPORTANT: Do not send checks or official transcripts with your packet.\***

3. Timeline –
  - a. Department Processing (5 Business Days)
  - b. School of Education processing (10 Business Days) {Certification Packets will be mailed back to you from Certification Office} Upon receipt you should attach official transcripts and a certified check as per CT State Department of Education and send to the Bureau of Certification
  - c. If you do not receive your application with university seal within 20 business days from the date on your receipt card, please call the department office at 203-392-5341.
  - d. CT Department of Education Bureau of Certification Processing (6 to 8 weeks)

Bureau of Educator Preparation, Certification, Support and Assessment  
Connecticut State Department of Education  
P.O. BOX 150471 – Room 243  
Hartford, CT 06115-0471  
Telephone: (860) 713-7017  
Fax: (860) 713-7017

Please keep this process information memo for future reference. If you have any questions regarding certification, please contact your advisor. Best wishes for continued success.