SCSU SOE

DIRECTIONS FOR COMPLETING THE DSAP

CHECKLIST

SCSU Participation in Connecticut DSAP Program

Candidates matriculated into a graduate certification program, designated as a shortage area program by the state, may be eligible to accept a teaching position under a DSAP if supported by the program department. To be eligible, candidates must have an approved plan of study, have been accepted by the School of Education, completed a minimum of twelve credits in their content and passed Praxis II in the relevant content area. The DSAP teaching position must be in the same content area for which the candidate's plan of study has been approved.

To be acceptable, a candidate must be able to serve under a DSAP for a minimum of 10 full months to be eligible to waive the student teaching/internship requirement. Candidates serving under a DSAP must register for EDU 999 and the corresponding seminar, and be supervised by university faculty. Candidates are expected to complete all requirements for certification within two years.

The School of Education or any program may choose to not support or participate in a DSAP request for any reason.

Personal Information:

All applicants must provide the following basic individual identifying information. Connecticut requires your full name and SSN in order to apply and be considered for a state educator certificate. SCSU uses your student ID#. This form will remain in your historical file for future reference should there ever be any questions regarding your application from the Department of Education staff while processing your application.

When SCSU Certification staff is working applications, it is usually during holidays, and break periods when candidates are not readily available. Make sure we have a number where we can reach you or that is monitored regularly so that your application is not held up if it is necessary for us to reach you.

Educational Information

Educational information generally includes where did you complete your undergraduate degree, what was your undergraduate major, and who is your current certification program academic advisor is.

Application Support Information

The questions are designed to assist you in preparing your materials and making sure you meet all of the basic requirements for certifications and are thus ready to submit your application for the School of Education (SOE) verification. If you cannot answer “Yes” to all of the appropriate questions then you are NOT ready to submit your application for SOE processing. If you are unsure if a question is an appropriate question for the certification you are seeking, first check with your academic advisor to see if that is a requirement in your program, if you do not get a satisfactory answer then contact the Certification Office.

The completed ED 177 Form is asked to be attached to assist you in consolidating processes. If you are applying for an initial DSAP you will also need to include transcripts with your packet.

OVER
SCSU SOE

DIRECTIONS FOR COMPLETING THE DSAP

CHECKLIST

Test Disclosure Information

Even though your test scores may have been received by the State, they may not be able to extract them from the database and match them to your record. They will on many occasions contact the SCSU Certification Office to provide test scores. We are unable to do so without your expressed permission as these test scores are a part of your academic record. By signing below you are giving the Certification Officer Permission to release your test scores for the purpose of certification.

ED 177 Application

If applying for an initial DSAP, applicants must complete all questions in parts I, II, III, and IV of the ED177 application form and ensure that the Praxis I or Praxis I waiver requirement have been met, and that the appropriate Praxis II examination(s) or American Council of Teachers of Foreign Languages Oral Proficiency Interview and Writing Proficiency Test has been met. The Employing Agent must complete parts V and VI of the ED177 application form and Part A of the “Evidence of Enrollment” form. The Certification Officer at Southern Connecticut State University will complete parts B and C. The Certification Officer will submit the entire application to the state.

If applying for a renewal of a DSAP, applicants must complete all questions in parts I, II, III, and IV of the ED177 application form. The Employing Agent must complete parts V and VI of the ED177 application form and Part A of the “Evidence of Enrollment” form. The Certification Officer at Southern Connecticut State University will complete parts B and C.

• If any of this information is not included the application will be considered incomplete and will be returned to you unprocessed. If the Employing District submitted the ED177 form directly to the state, then submit a complete copy. Official transcripts from all colleges attended must be included with the original ED177 application to the state whether sent by the employer or by SCSU.

Application Process Steps

Applicant

• Complete checklist and Application and appropriate supporting documents
• Submit SCSU Checklist and Application to SCSU Certification Office 103 Davis Hall

Certification Officer

• Audit Checklist and Application (incomplete forms are returned to Student)
• Receive verification of support from Department and School of Education for DSAP
• Application processed, signed, sent to state, copy sent to applicant

Ken Bungert
Certification Officer
103D Davis Hall
501 Crescent St.
New Haven, CT 06515
bungertk1@southernct.edu
203-392-6295

Certification Office
103 Davis Hall
501 Crescent St.
New Haven, CT 06515
SEDcert@southernct.edu
203-392-5902