

## Applying for CT Certification – Revised 4/16/20

### For Advanced programs: (Reading, Educational Leadership, School Counseling, School Psychology, School Library Media Specialist, Speech and Language Pathology)

Please follow the 3 steps outlined in this document.

For questions or inquiries, please email us at: [schoolofeducation@southernct.edu](mailto:schoolofeducation@southernct.edu).

**Step 1:** Please verify that your degree is awarded or your program is marked complete (you can verify that on your transcripts), and you passed the certification exams (if required) before you move to Step 2.

**Step 2:** Please send us an email including the following information:

- Full name (first, middle, last)
- Student ID
- Phone number where you can be reached for follow up
- Practicum information (or student teaching): School name, level, start and end date of practicum. If your practicum occurred in Spring 2020, simply list spring 2020.
- **Test scores (where required):**
  - i. **If you passed your exams**, we should have your scores on record. If not, you will be contacted and asked to provide a copy of your scores.
  - ii. **If you did not pass your exams**, you will be eligible for the Three-year non-renewable certification.

Once we verify your eligibility, we will email you and let you know to proceed with Step 3.

**Step 3:** Start your application online.

- a. Visit CECS, the CT Certification portal and **create an account:**  
<https://portal.ct.gov/SDE/Certification/Connecticut-Educator-Certification-System-CECS>
- b. Follow the steps and submit the required information.
- c. You will pay the certification fees online
- d. Request e-transcripts from all colleges/universities attended to be sent to [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov)
- e. Request paper copies of official **unopened** transcripts and mail it to the address below:  
Connecticut State Department of Education  
Bureau of Educator Standards and Certification  
P.O. Box 150471  
Hartford, CT 06115-0471