

Certification Application Process: Educational Leadership, Reading, School Counseling, School Psychology, Speech & Language Pathology

1) *Initiate the certification process with the CT State Department of Education (CSDE):*

- Visit CECS, the CT Certification portal and create an account or access your current account:
<https://portal.ct.gov/SDE/Certification/Connecticut-Educator-Certification-System-CECS>
- Once in your account, “Apply Online” for the appropriate “Administrator” or “Special Services” certification:

Code	Certification Area
092	Intermediate Administration or Supervision
093	Superintendent of Schools
102	Remedial Reading and Remedial Language Arts, 1–12
097	Reading and Language Arts Consultant
061	Speech and Language Pathologist
068	School Counselor
070	School Psychologist

- You will pay the certification fees online.
- Request Transcripts from all colleges/universities attended. Be careful not to send your SCSU transcript prematurely before there is a “degree date” posted on the transcript.
 - E-transcripts to be sent to teacher.etranscript@ct.gov, or
 - Paper copies of official unopened transcripts mailed to:
Connecticut State Department of Education
Bureau of Educator Standards and Certification
P.O. Box 150471
Hartford, CT 06115-0471

2) *Send an ED 126 form directly to CSDE:* Download the form from the CSDE website here: <https://portal.ct.gov/SDE/Certification/General-Certification-Application-Information-and-Forms>

The ED 126 must be completed by the school district(s) in which you have served and mailed to CSDE to demonstrate the following:

Certification	Requirement
092 Intermediate Administrator	Must have at least 50 school months of successful teaching or service
093 Superintendent	Must have at least 80 school months of successful teaching or service, including 30 school months of full-time administrative or supervisory experience
102 Remedial Reading & Language Arts	Must have minimum 30 school months of classroom teaching experience
097 Reading Consultant	Must meet the above (for 102) and have minimum 10 school months of experience under the 102 certificate
061 Speech & Language Pathologist	Not needed
068 School Counselor	Not needed
070 School Psychology	Only needed if you served under a deficiency for the internship

3) **Request the SCSU Certification Officer's recommendation** by sending an email to certification@southernct.edu with the following information:

- Name
- Student ID
- Program you completed
- Date of Program Completion or your anticipated date of completion if you are in your last semester (*Note: You can initiate the certification process before program completion, however, we cannot send the recommendation to the CSDE until your program is marked complete on your transcript.*)
- Internship/Practica Information:
 - School Name(s)
 - District Name(s)
 - Grade level(s) you worked with
 - Start and End Dates in MM/YYYY format

The Internship/Practica information should coincide with the following courses:

Program	Practica/Internship Course(s)
092 Intermediate Administrator	EDL 687 & 688
093 Superintendent	EDL 687 & 688
102 Remedial Reading & Language Arts	RDG 568 & 659
097 Reading Consultant	RDG 665 & 676
061 Speech & Language Pathologist	CMD 562
068 School Counselor	CSP 675
070 School Psychology	CSP 652

- Test scores (if required): If your certification area has a testing requirement, we should be able to look up your scores and if we cannot find them, we will contact you. You are also welcome (but not required) to attach a PDF copy of your score report to the email to avoid any delays in processing your application.

Please note that we process recommendation requests in the order that they are received! Thank you for your patience and understanding.