

## Certification Application Process: Undergraduate, MAT, Post-Baccalaureate Teacher Candidates, and School Library

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

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

Code	Certification Area
165 & 305	Comprehensive Special Education, K–12 & Elementary, 1–6
305 & 902	Elementary, 1-6 & Elementary Ed: Bilingual
113	Integrated Early Childhood/Special Ed., Nursery–K–Elem., 1–3
165	Comprehensive Special Education, K–12
305	Elementary, 1–6
015	English, 7–12
018	French, 7–12
019	German, 7–12
020	Italian, 7–12
023	Spanish, 7–12
026	History & Social Studies, 7–12
029	Mathematics, 7–12
030	Biology, 7–12
031	Chemistry, 7–12
032	Physics, 7–12
033	Earth Science, 7–12
042	Art, PK–12
044	Physical Education, PK–12
062	School Library Media Specialist

- 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 can be sent to [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov), or
  - Paper copies of official unopened transcripts can be mailed to:
 

Connecticut State Department of Education  
Bureau of Educator Standards and Certification  
P.O. Box 150471  
Hartford, CT 06115-0471

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

For your security, **DO NOT** include any personally identifiable information such as Social Security Numbers or date of birth.

- Name
- Student ID
- Program you completed
- Date of Program Completion or your anticipated date of completion if you are currently completing student teaching (*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.*)
- Student Teaching Information:
  - School Name(s)
  - District Name(s)
  - Subject Area taught
  - Grade(s) taught
  - Start and End Dates in MM/YYYY format
- We should be able to look up the following items and if we cannot find them, we will contact you. You are also welcome (but not required) to attach the following items to the email to avoid any delays in processing your recommendation:
  - Test scores (attach PDF copies of official score reports)
  - Certificates of completion for Blackboard learn modules on *Dyslexia* and *Behavioral Difficulties in Children* (*Note: If you completed your program before this was a requirement, you may be required to complete the modules at this time. We will review your records and give you further information, if needed.*)
  - MAT applicants only: Certificate of completion of Blackboard learn module on *Health and Mental Health Education*.

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