It is each individual teacher’s responsibility to maintain his or her teaching certificate. As a professional, it is perhaps the most important thing you can do to assure your continued employment in a school district AND protect your retirement benefits.

Meeting certification application deadlines will help protect you from the hassles that may result from letting your certificate expire.

Questions? Concerns? Need more information?

Contact Michele Ridolfi O’Neill, CEA Educational Issues Specialist
micheleo@cea.org
860-525-5641
1-800-842-4316

Visit the CEA web site at this link for more certification information:
http://www.cea.org/professional/certification/maintaining.cfm?secondaryNav=1
Moving Through Connecticut’s Certification Continuum

When you hold a CT Initial Educator Certificate

- Certificate is valid for 3 years
- To become eligible for the provisional certificate, you must have taught for a minimum of 10 months under the initial certificate, and successfully completed TEAM, if applicable
- If you successfully complete TEAM in year 2, & your initial certificate is valid for another year, you are not required to apply for your provisional certificate right away, but it is recommended that you do so

If your initial certificate expires and you haven’t applied for a provisional certificate:

- Any time spent teaching without a valid certificate will not count toward retirement benefits
- Time during which you didn’t hold a certificate becomes a break in service, which then ‘disqualifies’ your previous teaching time as being applicable to earning tenure
- Teachers’ Retirement Board will refund any contributions you made during the time your certificate was not valid

When you hold a CT Provisional Educator Certificate

- Certificate is valid for 8 years
- To become eligible for the professional certificate, you must have taught for a minimum of 30 months under the initial certificate and earned either your master’s degree or 30 credits beyond your bachelor’s degree
- If you meet the requirements for your professional certificate before your provisional expires, you are not required to apply for your professional certificate right away, but it is recommended that you do so

If your provisional certificate expires and you haven’t applied for a professional certificate:

- The State Department of Education will not back-date your certificate to show continuity of certification
- Any time spent teaching without a valid certificate will not count toward retirement benefits
- Teachers’ Retirement Board will refund any contributions you made during the time your certificate was not valid

When you hold a CT Professional Educator Certificate

- Certificate is valid for 5 years
- To renew your professional certificate, you must have earned 18 hours per year of professional development credits for each year of the 5-year validity period
- If you meet the requirements for your professional certificate well before it expires, you may not apply for renewal early (apply no more than six months before it expires)

If your professional certificate expires and you haven’t applied for a renewal:

- Teachers’ Retirement Board will refund any contributions you made during the time your certificate was not valid