

## Applying for CT certification if you are from outside CT and...

- have completed a teacher preparation program at an approved college or university,
- have not taught for 3 or more years in another state.

In this situation, you would most likely be eligible for an initial certificate, provided that you meet the requirements in CT. The process to apply is fairly straightforward:

1. You will complete form **ED 170**, General Application for Certificate, pages 1 & 2.
2. This is the form that is used for applying for any of the 3 levels of certificates - initial, provisional, or professional. You can download the form from the State Department of Education (SDE) web site (<http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321402> ). The directions for applying are included with the form.
2. The university you attended will complete form **ED 125**, the 'Statement of Preparing Higher Education Institution,' which will accompany your application. This form can also be downloaded from the web site listed above.
3. An official transcript from the university must be sent directly to the SDE.
4. You must have taken and passed Praxis I and Praxis II exams to be eligible for certification; those scores must be sent from ETS to the SDE.
  - a) Check the [Praxis web site](#) to determine which tests are required in CT.
  - b) You will be eligible to apply for a waiver of the Praxis I exams if your SAT scores were above a combined score of 1100 (if you took the SATs after July 1, 1995) or 1000 (if you took the SATs prior to July 1, 1995). To apply for a waiver, download form **ED 192**, the 'Application for CT Academic Assessment Waiver.' You must also have your SAT score report sent directly to the SDE.
  - c) If you already took one or more of the Praxis exams outside of CT, and met CT's qualifying score, you must [request that ETS send the scores](#) to the CT SDE.
5. A non-refundable fee of **\$50** must accompany your application to begin the processing of it. The total fee for the initial certificate is \$100, which you can send all at once when you first apply. The SDE does not accept personal checks - it must be in the form of a money order or bank check.
6. Once the SDE has received and processed all parts of the application, you will be issued an initial certificate, which will be mailed to the address on your application. This usually takes 6-8 weeks, although it may be longer between the months of May and September.

When you apply for a certificate for the first time, you should begin a 'certification file,' in which you keep all correspondence and records regarding your certificate. It is recommended that you make photocopies of any application, letter, or other record you submit to the SDE, and keep copies of all correspondence you receive from them. Keeping complete and accurate records can help insure that your certificate is always accurate and valid.