

## Renewing your initial educator certificate

An **initial educator certificate** is valid for 3 years, during which time you are expected to complete the BEST program requirements that apply to your certification area. Most teachers do this within the first 2 years of their teaching career. However, if you have not completed the BEST requirements, and your initial certificate will expire before they are completed, or before you know whether or not you have passed the BEST portfolio assessment, you may apply for a renewal of your initial certificate. This certificate is renewable for a 1-year period, and can be renewed up to five times. Follow these steps to apply for **a renewal of the initial certificate**:

1. Go to the State Department of Education web site page that contains the certification forms, using this link:  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321402> .
2. Scroll down to form ED 183 (Application for Renewal of Initial Educator Certificate), and click on the link to open it (it's a PDF file, and will require Adobe Acrobat Reader).
3. Print the file.
4. Complete pages 1 and 2; have the superintendent or designee complete page 3.
5. Make a copy of the complete form.
6. Obtain a money order or bank check for \$100, made payable to "Treasurer, State of Connecticut."
7. Send the completed application form and money order or bank check to the address at the top of the form.

The State Department of Education Bureau of Certification will process your application and mail your renewed certificate directly to your home address.