

# Call for Certification Materials!

Application process to apply for certification this semester (and prior semesters)

**DUE DATE: Sept 12, 2025**

You are encouraged to submit your application as soon as possible.

**Applications submitted after Sept 12, 2025 will NOT be reviewed** and students will have to wait until the next application date.

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**Candidates:** Please read the following instructions carefully on how to complete the certification application to obtain your teaching license from the Connecticut State Department of Education. Direct all inquiries to the Certification Officer at [certify@hartford.edu](mailto:certify@hartford.edu).

**\*\*Students do not need to apply for Connecticut teacher certification to graduate from the University. All undergraduate students must have been awarded their Bachelors' degrees and graduate students must have completed their planned program before applying for certification. Application due dates correspond with the University graduation cycle. An additional certification date corresponds with testing dates. \*\***

**Students eligible for applying for Connecticut teacher certification are:**

- **Early Childhood or Early Childhood/Montessori** (*Undergraduate and Graduate - initial certification*)
- **Elementary Education** (*Undergraduate - initial certification*)
- **Integrated Elementary/Special Education** (*Undergraduate*)
- **Secondary English and Secondary Mathematics** (*Undergraduate*)
- **Music Education** (*Undergraduate*)
- **School Psychology** (*Graduate*)
- **Special Education** (*Graduate – initial certification*)
- **Professional Pathways** (*Early Childhood, Graduate – Students can apply for certification after they complete the 18 credits for this program, even if the student is still working on completing the masters*)

**Students in non-certification tracks who do NOT need to apply for certification are:**

- **Early Childhood Education** (*Graduate*)
- **Montessori** (*Graduate*)
- **Special Education Advanced Program** (*Graduate*)
- **Special Education Cross-Endorsement** (*Graduate*)\*
- **Educational Leadership** (*Graduate*)

*\* Graduate students in the Special Education Cross-Endorsement program will apply for the Special Education endorsement directly with the State of Connecticut. Montessori students will apply for certification through the State; AMI diplomas come directly from AMI.*

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## INSTRUCTIONS

### Step 1: Go to the Connecticut Educator Certification System (CECS)

<https://sdeportal.ct.gov/cecscreateuser/> and complete the online application. You will be required to pay a \$50 nonrefundable application review fee with a MasterCard, Visa or Discover Card.

### Step 2: Gather all documents that you will need to submit electronically. You will need to submit the following:

- Certification Application (PDF) – download and save to your computer before filling out
- Praxis II and CT Foundations of Reading score reports (if applicable\*\*)
- edTPA score report to show completion and final score (if applicable \*\* and initial certification ONLY)

*\*\*Please consult with your academic advisor to confirm which tests apply to your specific program of study or for any additional information\*\**

### Step 3: Save each of your files as "Last Name, First Name - Document Title."

For example, "Doe, Jane - CFORT."

### Step 4: Email all required documents to the Certification Officer, [certify@hartford.edu](mailto:certify@hartford.edu)

Please email ALL REQUIRED MATERIALS together.

**Certification applications will NOT be reviewed or forwarded to the State until ALL required materials have been submitted.**

**Step 5:** Students ***must*** order official paper transcripts or official electronic transcripts directly from the University of Hartford (this can be done through Self-Service) to be sent to the address below. ***The Certification Officer will not send official transcripts; the request must come directly from the student.***

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

**\*\*Official electronic transcripts should be emailed to: [teacher.etranscript@ct.gov](mailto:teacher.etranscript@ct.gov)**

### Step 6: Once your application is approved, the Connecticut State Department of Education (CSDE) will:

- Request the fee balance from you. They will contact you directly either through mail or email to request the fee.
- Mail or email your initial or cross-endorsement teacher license directly to you. Licenses will not be sent to the University for distribution.

### Please note:

- It may take up to two (2) weeks for the Certification Officer to process your materials and submit the Institutional Recommendation to the state.
- The Connecticut State Department of Education may email you with a letter stating your certification cannot be processed without a recommendation from the University.

This letter is generated when students start the certification application online (step 1 of these directions).

As a result, it appears the department has not submitted recommendations; however, the department sends out recommendations after all materials submitted have been reviewed.

**Students do not need to email the department if they receive this letter.**