

UNIVERSITY OF HARTFORD

COLLEGE OF EDUCATION, NURSING AND HEALTH PROFESSIONS

Certification Application

Please **TYPE**. Fill out this form COMPLETELY, with formal titles and appropriate information. Do not use shorthand.

Tip: Gather documents that you will need to submit before starting to fill this out. You will need your certification testing score reports, and your student teaching placement information including dates you were in placement.

Certification applications will be submitted to the Connecticut State Department of Education four times a year; after the fall semester and spring semester, summer term and early-fall. **Students who miss the deadline will need to wait until the next round of certification applications are submitted to the State.**

If you need to get an EIN (question 2), please complete the following:

- Get a CSDE Connecticut Educator Certificate EIN by going to <http://sdeportal.ct.gov/cecscreateuser/>
- Click on "Create an Account on the C.E.C.S."
- Follow all prompts to register your account (Do NOT use your University email to create an account, as this will disappear after you graduate)
- Complete the initial signup, receive an email with a username and password, and then reset your password (do not skip any of these steps)
- Fill out the official registration form
- Complete the final registration, choosing "Acknowledge and Continue"
- After you have been routed to your Educator Home page, you will see "EIN" in the top left corner of the content area; this is your personal EIN number that you will need for certification
- Save your EIN and login information somewhere secure; this is for your registration with the state

Certification Application Questions

1. Email address (to contact you) _____
Check this email address often; if there is a problem with your application, we will use this email to contact you.
2. 10-digit Educator Identification Number (EIN) _____
3. Last Name _____ First Name _____
4. UHart Student ID # _____
5. Date of Birth (MM/DD/YYYY) _____
6. CT Institution Code ☐ 3436 Institution Name ☐ University of Hartford

7. Endorsement Code(s) and Name (s): Select the endorsement code or codes that align with your program. *Integrated Elementary/Special Education students, please choose both Elementary 1-6 and Comprehensive Special Education K-12.*
- ☐ 305, Elementary Grades 1-6
 - ☐ 165, Comprehensive Special Education Grades K-12
 - ☐ 015, English Grades 7-12
 - ☐ 112, Integrated Early Childhood/Special Ed., Birth–Kindergarten
 - ☐ 113, Integrated Early Childhood/Special Ed., Nursery–K–Elem., 1–3
 - ☐ 029, Mathematics Grades 7–12
 - ☐ 049, Music Grades PK–12
 - ☐ 070, School Psychologist
8. Have you pass all of your Subject Area Tests?
- ☐ Yes
 - ☐ No
 - ☐ N/A (070 and 112 students only)
9. Have you received a final score for edTPA (if applicable)?
- ☐ Yes
 - ☐ No
 - ☐ N/A
10. Student Teaching/Internship School Name _____
11. Student Teaching/Internship Subject and/or Grade (please be specific with the grade you student taught in)

12. Student Teaching/Internship Date (MM/YYYY) from _____ to _____
13. Second Student Teaching/Practicum School Name _____
Leave blank if you only had one student teaching/internship/practicum.
14. Second Student Teaching/Practicum Subject and/or Grade _____
15. Second Student Teaching/Practicum Date (MM/YYYY) from _____ to _____
16. In addition to this form, upload the following documents. Please remember, you are only able to upload once, so be prepared before submitting. Save each of your files as “Last Name, First Name – Document Title”. (Example, “Doe, Jane – CFORT”)

- a. Certification Application (this document)
- b. Score Reports – Submit official copies of your score reports; you can get these on your testing site, and they are often emailed to candidates after testing. You only need to submit the one page from each test that includes your overall score.

Early Childhood 112: CT Foundations of Reading

Early Childhood 113: Pearson CTCE Early Childhood Test; CT Foundations of Reading

Integrated 305/165: Praxis II Elementary Multiple Subjects; Praxis II Special Ed; CT Foundations of Reading

Secondary English: Praxis II, ELA

Secondary Math: Praxis II, Math

Grad Early Childhood: Pearson CTCE Early Childhood Test; CT Foundations of Reading

Grad Elementary: Praxis II Elementary Multiple Subjects; CT Foundations of Reading

Grad Special Ed: Praxis II Special Ed; CT Foundations of Reading

Music: Submit according to your program's instructions

School Psychology: Submit according to your program's instructions

17. Email all of your required documents to certify@hartford.edu.

Student Signature _____ Date _____
Please type in lieu of signing