

CertAlert

CERTIFICATION ALERT

Connecticut Educator Certification News from
the Connecticut State Department of Education



March 2022

IMPORTANT UPDATE:

Streamlined process for submission of Application for Substitute Teacher Authorization for Candidates Who Have Not Completed a Bachelor's Degree (ED174 Form)

In an effort to expedite the processing and hiring of daily substitutes who do not hold a bachelor's degree, the CSDE Bureau of Educator Standards and Certification is pleased to announce the ED174 Form and subsequent application process will be replaced with an online form submission effective March 1, 2022. Pending ED174 applications will continue to be processed, however, all applications received after March 14 must utilize the new process.

To submit an Application for Substitute Teacher Authorization for Candidates Who Have Not Completed a Bachelor's Degree, authorized Local Education Agency (LEA) and District Human Resources Personnel must complete the [form submission process](#).

The submission form link can also be accessed under 'Forms' on our 'District Resources' pages, located on the Bureau of Educator Standards and Certification [website](#).

Human Resources personnel responsible for submitting the application must attest that candidates have met the minimum requirements for issuance:

1. At least 18 years old
2. High school diploma or equivalent
3. Experience with school-age children*

Upon successful completion of the form, districts can move to hire appropriately qualified candidates as a daily substitute for roles that do not exceed 40 days in the same assignment.

PLEASE NOTE: All school districts, schools, and persons considered for employment must adhere to hiring districts' policies and procedures, including but not limited to local fingerprinting and background checks for applicants, as is required pursuant to Sections 10-221d and 10-222c of the Connecticut General Statutes.

* Experience with school-age children can include but is not limited to previous substitute experience, tutoring experience, camp counselor, youth athletics, faith-based youth instructor experience, child care experience, etc.



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