ARC

ALTERNATE ROUTE TO CERTIFICATION

Obtaining Connecticut Certification as an ARC Graduate

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Connecticut Certification Requirements

State Certification Requirements

All Connecticut state certification requirements are determined by the Connecticut State Department of Education (CSDE). It is your responsibility to meet certification requirements. You can monitor the Certification News and Alerts for any changes to Connecticut certification requirements.

Certification requirements are state specific. The information outlined in this document is for Connecticut certification. If you are planning to relocate to another state, you will need to contact that state's Department of Education to inquire about the certification requirements. A useful resource is Teacher License Reciprocity: State Profiles.

CSDE: Certification Application Processing

- Applications are reviewed in the order received to ensure equity.
- Each document received is date stamped, entered into the computer system, and scanned into a file before being reviewed by a certification consultant.
    - Documents may take 3-4 weeks to be scanned during peak season (May through October).
- Check your Connecticut Educator Certification System (C.E.C.S.) account regularly to see which documents have been received/application status.
- **Processing Time:** Approximately 8 weeks, once all required documentation has been received and 2-3 months during peak season (May through October).
- The CSDE honors the date of application and/or effective date when processed.

For updates on your certification status or to request information:

- Log into your Connecticut Educator Certification System (C.E.C.S.) account
- Call the interactive 24-hour helpline: 860-713-6969
- Live representatives are available Mondays and Thursdays (excluding holidays) between 12:00-2:00 p.m. at 860-713-6969

ARC Program Completion Requirements

The Alternate Route to Certification Program (ARC) recommends candidates for teacher certification once the following requirements are successfully met:

1. Foundations course
2. Methods course
3. Practicum
4. Candidate Evaluation Portfolio Project
5. All other ARC and Connecticut certification requirements, including a 3.0-credit U.S. History course

Once you have successfully completed all program and certification requirements, ARC will prepare and submit the **ED 125- Institutional Recommendation** directly to the Connecticut State Department of Education (CSDE). This form verifies you completed a state-approved educator preparation program. The ED 125 will remain on file with the CSDE and will be used when you apply for your Temporary 90-Day Certificate.

Important: ARC recommendation ED 125 does not expire. However, if testing requirements change between the time you graduate and apply for certification, you will be informed by the CSDE that you must meet the current subject area testing requirements.

Connecticut Certificate Levels

Connecticut operates under a 3-tier certification system for graduates of alternative certification programs:

1. Temporary 90-Day Certificate (graduates of ARC or any other alternative certification program)
2. Initial Educator Certificate
3. Professional Educator Certificate

The Provisional Educator Certificate, which previously served as the additional tier after the Initial Educator Certificate, was discontinued effective July 1, 2025. For additional details refer to Certification Alert: Implementation of Public Act No. 24-41.

Temporary 90-Day Certificate

The Temporary 90-Day Certificate is the first level certificate of Connecticut's three tier system for graduates of alternative certification programs that bridges the period between program completion and earning the Initial Educator Certificate.

Eligibility Requirements

You are eligible to apply for your Temporary 90-Day Certificate, once hired:

1. By a Connecticut public school or approved private special education program (APSEP).
2. In the subject/grade level of ARC certification.
3. In one of the following roles:
    a. A full- or part-time teaching position **OR**
    b. A long-term substitute position that is at least 90-consecutive school days, in the same school and same classroom for the entire validity of the Temporary 90-Day Certificate.

    Part-time positions (.4 or less): You must renew the Temporary 90-Day Certificate and complete an additional 90 school days.

Not eligible: Positions in nonpublic schools, and/or outside of your certification area.

How to Apply

Step 1 - Graduate Responsibilities

You must (immediately upon hire):

- Complete Parts I, II & III of the **ED 172 Application for Temporary 90-Day Certificate** and provide it to your employing district.
- Submit Official Transcripts to CSDE (refer to that link for guidelines.*
    - Preferred method: The district mails the official transcripts in sealed envelopes along with the completed application.
- World Language only: submit ACTFL OPI & WPT test scores to the CSDE*
    - Preferred method: Your district mails the test scores to CSDE with the completed application.
- *If you previously submitted transcripts or test scores to the CSDE for a DSAP, you do not need to resubmit.

- Praxis scores are automatically reported to the CSDE by ETS - you do not need to send them.

Step 2 - District Responsibilities
The employing school district must:
- Complete Part IV of the **ED 172 Application for Temporary 90-Day Certificate**, confirming your hire and thus requesting issuance of the 90-day certificate.
- Provide the effective *From* and *To* dates, reflecting 90 school days from your start date (including PD days).
- Submit the completed ED 172 application to the CSDE **prior to your first day of employment**.

  Note: The CSDE will not accept an application from the candidate. They will also not accept it with a retroactive start date.

Step 3 - Fees & Processing
Fee(s):
- There is no fee for the 90-Day Certificate.

Processing time:
- About 8 weeks once all required documentation has been received.
- During peak months (May through October), processing times may be 2-3 months.
- Certificates are issued with the effective *From* and *To* dates that were listed on the application.

  For additional processing guidance, see**:** CSDE: Certification Application Processing Information.

Successful completion of the 90-Day Certificate

To successfully complete the 90-Day Certificate:
- You must remain in the same position (same school and classroom) for the entire validity period.
- Part-time (.4 FTE or less) requires renewal for a second 90 day certificate term.
- Your employing district will evaluate you a minimum of two times.

If you do not successfully complete the full 90-day period:
- Time (days) served will **not** count towards certification.
- Time cannot be banked or combined with other positions or other districts.
- You will need to apply for a new 90-Day Certificate with the new position.

Initial Educator Certificate

The Initial Educator Certificate is the second level certificate of Connecticut's three tier system for graduates of alternative certification programs.
- Once issued valid for 10 years
- You are now eligible for cross endorsement(s).

When to Apply

The district must submit the application no more than two weeks before your 90-Day Certificate expires to ensure the full 90 school days have been completed. Applications submitted earlier will be rejected by the CSDE.

How to Apply

Step 1 - Graduate Responsibilities

You must:

- Complete Part I of the ED 172A Application for Initial Educator Certificate - paper application.
- Complete Part II ***if*** requesting additional endorsement(s) or cross endorsements (now eligible)
    - **ARC Science and World Language candidates:** Can add any ARC-earned endorsements.
        - **World Language candidates:** 101 – World Language Instructor, Elementary.
        - **Science candidates:** If recommended for multiple 4–12 science endorsements during ARC, you may add any not listed on your 90-Day Certificate.
    - **Fee:** $100 for each additional endorsement.
    - **Please Note:** You are now eligible to apply for cross endorsements at any time and not limited to submitting them with your Initial Certificate application.

Step 2 -District Responsibilities

The employing school district must:

- Completes Part III of the application.
    - This must be the same district that requested your 90-Day Certificate.
- Submit the application no more than two weeks before your 90-Day Certificate expires.

Step 3 - Fees and Submission

Fee(s):

- There is no fee for first-time issuance of the Initial Educator Certificate (effective October 2025).
- Fees for cross endorsements still apply.

Payment must be made by:

- Pay by money order, cashier's check, or certified bank check made payable to "Treasurer, State of Connecticut."
- Personal checks are not accepted.
- Mail your application and fee together to the address listed below.

Submission Options:

- Part I and Part II (and fees for cross endorsements) can be submitted by the candidate.
- Part III **must** be submitted by the district.

Standard Mail:

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

Express Mail:

Connecticut State Department of Education
Bureau of Educator Standards and Certification
450 Columbus Boulevard, Suite 503, Hartford, CT 06103-1841

In-Person Drop-off (Drop Box):

- 450 Columbus Boulevard, Hartford (same building as ARC classes).
- Parking is available by meter on the street level.
- Department of Education drop box on the street level across from the elevators.
- Hours: Monday–Friday, 8 AM–5 PM, excluding holidays.

Step 4 - Processing

- Processing time is about 8 weeks once all required documentation has been received.

- During peak months (May through October), processing times may be 2-3 months.

  For additional processing guidance, see**:** CSDE: Certification Application Processing Information.

Initial Certificate Validity

- Valid for 10 years (effective July 1, 2025).
- You must successfully complete the Teacher Education and Mentoring (TEAM) Program before your Initial Educator Certificate expires.

Renewal Options

- If you haven't taught with the initial certificate, it can be renewed.
- If you have taught but have not met advancement criteria, you may apply for up to three one-year extensions.

Teacher Education and Mentoring (TEAM) Program

The Teacher Education and Mentoring (TEAM) Program pairs every new classroom teacher with a trained mentor who provides support to the beginning teacher through the first years in the classroom.

The TEAM Program is a process of continuous professional growth designed around five professional growth modules aligned to the Common Core of Teaching (CCT):

1. Classroom environment
2. Planning
3. Instruction
4. Assessment
5. Professional responsibility

All beginning teachers are required to complete the TEAM program within the first 3 years of their Initial Educator Certificate. Teachers are not eligible to begin TEAM until they hold an Initial Educator Certificate. Contact your district facilitator once you have your initial certificate for information.

Resource Links

Teacher Education and Mentoring (TEAM) Program
Documents, Forms and Resources
Contact Information

Professional Educator Certificate

The Professional Educator Certificate is the third level certificate of Connecticut's three tier system for graduates of alternative certification programs.

Eligibility Requirements

To advance to the Professional Educator Certificate, you must:

- Complete 50 school months of successful teaching (CT public or approved nonpublic schools)
- Successfully complete the TEAM Program
- Hold a master's degree from a regionally accredited college/university

- Includes at least 15 graduate credits in content or content pedagogy
- See: CSDE Masters Degree Requirement.

How to Apply

Step 1 - Choose Application Method
- Online through the Connecticut Educator Certification System (C.E.C.S.) portal, or
- By submitting a paper-based **ED 170** application

Step 2 - Gather Required Supporting Documents
You will need:
- A statement of professional experience form ED 126
  - Must be completed and signed by the designee of your district(s)
  - Must verify at least 50 school months of successful Connecticut teaching
- Official graduate transcript
  - Must show completion of a master's degree in education or in a subject area related to your current endorsement

Step 3 - Fees & Payment
- **Fee:** $375 total (includes a $50 nonrefundable application fee)
- **Online applications:** Pay by credit card through the CECS portal.
- **Paper applications:**
  - Pay by money order, cashier's check, or certified bank check made payable to "Treasurer, State of Connecticut."
  - Personal checks are not accepted.
  - Mail your application to the address listed at the top of the ED 170 form.

Step 4 - Processing
- About 8 weeks once all required documentation has been received. During peak months (May through October), processing times may be 2-3 months.
- **See:** CSDE: Certification Application Processing Information for more information.

Cross Endorsements

To be eligible for a cross endorsement, you must:
- Be eligible for an Initial Educator Certificate (after completing the ARC program and the 90-Day Certificate), or at any time afterward.
- Pass the appropriate subject area test(s).
- Review the testing requirements here: **CSDE Cross Endorsement Facts Sheet**.

Effective July 1, 2024:
- Coursework is no longer required for most subject area endorsements.
- Coursework **is still required for the following endorsements**:
  - Bilingual, Elementary Education, Integrated Early Childhood/Special Education, Remedial Reading and Remedial Language Arts, School Library Media, Special Education, or TESOL.

All endorsement requirements are regulated by the Connecticut State Department of Education. For full details, refer to the CSDE Cross Endorsement Facts Sheet.

Resources

Connecticut State Department of Education (CSDE)

All state certification requirements are determined by the Connecticut State Department of Education.

Website: Bureau of Educator Standards and Certification
Email: teacher.cert@ct.gov
Phone: (860) 713-6969 *Live support: Monday and Thursday, 12-2 p.m.*

- Submitting Transcripts
- Connecticut Educator Certification System
    - Check the status of your application

CT K-12 Job Boards:

CT REAP
Connecticut Education Association (CEA)

Masters Programs - ARC Partnerships

ARC graduates are eligible for credit toward graduate degrees at several partner universities; For more information, contact each university directly:

University	Masters Program	Credits	Course Credits Awarded
Eastern Connecticut State University	Masters in Education	6 credits towards degree	EDU508 Research in Education, RLA514 Process Development, and Teaching of Writing
Central Connecticut State University	Masters in Teacher Leadership	9 credits towards degree	EPS516 School and Society, EPS524 Foundations of Contemporary Theories of Curriculum, EDSC556 Instructional Theory & Practice
Goodwin University	Master of Education (M.Ed.) Joint Degree Program	6-credits towards the 30 credit program	