

# I've Completed my TEAM Programming!! What's next?!

## Apply for your Provisional Educator Certificate

### Provisional Educator Certificate

The Provisional Educator Certificate is the second level in Connecticut's three tier continuum, and is generally valid for eight years. To qualify, an applicant must fulfill all preparation and eligibility requirements for the Initial Educator Certificate, in the endorsement areas requested, and successfully complete one of the following:

- At least 10 school months of appropriate experience under the Initial Educator Certificate, Interim Initial Educator Certificate of Durational Shortage Area Permit in a Connecticut public school, and the Teacher Education and Mentoring (TEAM) program, as made available by the Board

**OR**

- At least 30 school months of appropriate experience in an approved nonpublic school, or in a non-Connecticut public school under a valid certificate, within the last 10 years prior to application.

### Initial Educator Certificate to Provisional Educator Certificate (Steps to take!)

- 1) Complete Online Application through the [C.E.C.S. system](#), or paper based [ED170 application](#)



- [Login to the C.E.C.S.](#)
- [Create an Account on the C.E.C.S.](#)
- [Forgot Username?](#)
- [Forgot Password?](#)
- [Change Password](#)
- [Get Educator ID Number \(EIN\)](#)

**NOTE:**

If you have trouble accessing the CECS, try switching browsers. The system works with current versions of many browsers, such as Safari or Chrome, but was designed for Internet Explorer 7 or later.

- Options once logged in are:
  - Apply for, Renew, or Update Certifications On-Line
  - Check the status of your Application
  - Update your Profile and Contact Information
  - View your Connecticut Certificates
  - Request a Duplicate Copy of your Certificate
  - View Testing History

#### Public Information

- Visit our website: [How to become a Teacher in Connecticut](#)
- [Educator Certification Lookup](#)

#### Payment Options

- On-Line Credit Card  Or  Or **DISCOVER** Only - No debit cards are accepted
- Mail Payment (certified Check or Money Order), NO Personal Checks

- 2) A Statement of Professional Experience ([ED126](#)) must be completed by you and signed by the Superintendent/Designee. Once you complete your part, mail it interoffice to **Lisa Johnson at Central Office**. She makes sure the information is correct, gets it signed, and mailed back to you.
- 3) Once your TEAM status is complete, it gets updated on our end through our state system. You will not need to worry about that - we'll take care of it!
- 4) Submit Online Application and payment by credit card through [C.E.C.S system](#) (or mail the paper based application) and mail in the Statement of Professional Experience ([ED126](#)) form to the address at the top of the form. *\*\*Please note: If submitting online, be sure to check back, as the SDE will communicate with you through the C.E.C.S system.*
  - a) Standard processing time is 6-8 weeks (10-12 weeks during peak months) from the original date of submission
  - b) Total cost to upgrade from Initial to Provisional Certificate is **\$250**. Should be paid either by credit card, through C.E.C.S, or by money order/cashier's check/certified bank check made out to "Treasurer - State of CT" if mailing in. Personal checks will not be accepted.
  - c) Original versions of forms with original signatures can only be accepted. **Copied, scanned or emailed versions of forms requiring original signatures will NOT be accepted.**
- 5) Once you receive your new certificate, make sure to send a copy to the Human Resources office at Central Office. They will update your record.