

# UNIVERSITY OF HARTFORD

## COLLEGE OF EDUCATION, NURSING AND HEALTH PROFESSIONS

### Certification Application

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.**

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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

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### 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. Date of Birth (MM/DD/YYYY) \_\_\_\_\_
5. CT Institution Code  3436      Institution Name  University of Hartford

6. 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

7. Have you pass all of your Subject Area Tests?

- Yes
- No
- N/A (070 and 112 students only)

8. Have you received a final score for edTPA (if applicable)?

- Yes
- No
- N/A

9. Student Teaching/Internship School Name \_\_\_\_\_

10. Student Teaching/Internship Subject and/or Grade (please be specific with the grade you student taught in) \_\_\_\_\_

11. Student Teaching/Internship Date (MM/YYYY) from \_\_\_\_\_ to \_\_\_\_\_

12. Second Student Teaching/Practicum School Name \_\_\_\_\_  
*Leave blank if you only had one student teaching/internship/practicum.*

13. Second Student Teaching/Practicum Subject and/or Grade \_\_\_\_\_

14. Second Student Teaching/Practicum Date (MM/YYYY) from \_\_\_\_\_ to \_\_\_\_\_

15. 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:** edTPA\*

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

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

**Secondary English:** Praxis II, ELA; edTPA\*

**Secondary Math:** Praxis II, Math; edTPA\*

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

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

**Grad Special Ed:** Praxis II Special Ed; CT Foundations of Reading; edTPA\*

**Music:** Submit according to your program's instructions

**School Psychology:** Submit according to your program's instructions

\*edTPA if required

16. Email all of your required documents to [certify@hartford.edu](mailto:certify@hartford.edu).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_