

Maintaining a valid teaching certificate is the responsibility of every teacher in CT. As a professional, it is, perhaps, the most important thing you do to assure your continued employment in a school district AND protect your retirement benefits. Meeting certification application deadlines can help protect you from the hassles that can result from letting your certificate expire.....

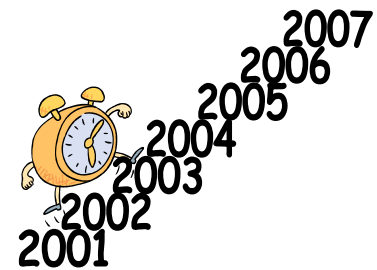
Questions? Concerns?  
Need more information?

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visit the CEA web site at  
this link for more  
certification & CEU  
information:

<http://www.cea.org/ProfessionalIssues/cert.cfm>



Is your  
teaching  
certificate  
up-to-date?

important information  
every teacher should  
know about  
maintaining a  
valid certificate.....

## Moving through Connecticut's certification continuum.....

When you hold a CT **Initial** educator certificate.....

- ❑ certificate is valid for 3 years
- ❑ to become eligible for the provisional certificate, you must have taught for a minimum of 10 months under the initial certificate, & passed BEST, if applicable
- ❑ if you pass BEST in year 2, & your initial certificate is valid for another year, you are not required to apply for your provisional certificate right away, but it is recommended that you do so

**if your initial certificate expires** and you haven't applied for a provisional certificate....

- any time spent teaching without a valid certificate will not count toward retirement benefits
- time during which you didn't hold a certificate becomes a break in service, which then 'disqualifies' your previous teaching time as being applicable to earning tenure
- Teachers' Retirement Board will refund any contributions you made during the time your certificate was not valid

When you hold a CT **Provisional** educator certificate.....

- ❑ certificate is valid for 8 years
- ❑ to become eligible for the professional certificate, you must have taught for a minimum of 30 months under the initial certificate, & earned either your master's degree or 30 credits beyond your bachelor's degree
- ❑ if you meet the requirements for your professional certificate before your provisional expires, you are not required to apply for your professional certificate right away, but it is recommended that you do so

**if your provisional certificate expires** and you haven't applied for a professional certificate.....

- any time spent teaching without a valid certificate will not count toward retirement benefits
- Teachers' Retirement Board will refund any contributions you made during the time your certificate was not valid

When you hold a CT **Professional** educator certificate.....

- ❑ certificate is valid for 5 years
- ❑ to renew your professional certificate, you must have earned 90 hours of CEU credits (9 CEUs) during the 5-year validity period
- ❑ if you meet the requirements for your professional certificate well before it expires, you may not apply for renewal early (apply 8-12 weeks before it expires)

**if your professional certificate expires** and you haven't applied for a renewal...

- the State Department of Education will not back-date your certificate to show continuity of certification
- any time spent teaching without a valid certificate will not count toward retirement benefits
- Teachers' Retirement Board will refund any contributions you made during the time your certificate was not valid