

## Applying for your professional educator certificate

A **professional educator certificate** is valid for 5 years, and is earned upon completing either 30 credits beyond your bachelor's degree, or your master's degree, AND teaching under your initial certificate for a minimum of 30 months. The professional certificate is then renewable every 5 years upon completing 90 hours of CEU credit. Follow these steps to apply for a **professional educator certificate**:

1. Go to the State Department of Education web site page that contains the certification forms, using this link:  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321402> .
2. Scroll down to form **ED 170** (General Application for Certificate), and click on the link to open it (it's a PDF file, and will require Adobe Acrobat Reader).
3. Print the file, close it, and return to the web page containing the list of certification forms.
4. Scroll to form **ED 126** (Statement of Professional Experience), and click on the link to open it (it's a PDF file, and will require Adobe Acrobat Reader).
5. Print the file, and close it.
6. Complete pages 1 and 2 of form ED 170, and sign the form.
7. Complete the upper portion of form ED 126, and have the superintendent or designee complete the lower portion of the form and sign it.
8. Make a copy of both forms ED 126 and ED 170 for your records.
9. Obtain a money order or bank check for **\$300**, made payable to "Treasurer, State of Connecticut."
10. Send the completed application forms and money order or bank check to the address at the top of the form.

The State Department of Education Bureau of Certification will process your application and mail your **professional educator certificate** directly to your home address.