

Certification Application Process: Educational Leadership, Reading, School Counseling, School Psychology, Speech & Language Pathology

1. *Initiate the certification process with the CT State Department of Education (CSDE):*

- Visit CECS, the CT Certification portal and create an account **or** access your current account:
 - [CECS Login \(ct.gov\)](https://cecs.ct.gov)
- Once in your account, “Apply Online” for the appropriate “Administrator” or “Special Services” certification:

Code	Certification Area
092	Intermediate Administration or Supervision
093	Superintendent of Schools
102	Remedial Reading and Remedial Language Arts, 1–12
097	Reading and Language Arts Consultant
061	Speech and Language Pathologist
068	School Counselor
070	School Psychologist

- You will pay the certification fees online.
 - Request Transcripts from all colleges/universities attended. Be careful not to send your SCSU transcript prematurely before there is a “degree date” posted on the transcript.
 - CSDE prefers **paper** official transcripts at this time.
 - Paper copies of official unopened transcripts can be mailed to:

Connecticut State Department of Education
Bureau of Educator Standards and Certification
P.O. Box 150471
Hartford, CT 06115-0471
2. Send an ED 126 form directly to CSDE, **with a copy emailed to the SCSU Certification Officer** certification@southernct.edu

Download the form [here](#). The ED 126 must be completed by the school district(s) in which you have served and mailed to CSDE to demonstrate the following:

Certification	Requirement
092 Intermediate Administrator	Must have at least 50 school months of successful teaching or service
093 Superintendent	Must have at least 80 school months of successful teaching or service, including 30 school months of full-time administrative or supervisory experience
102 Remedial Reading & Language Arts	Must have minimum 30 school months of classroom teaching experience
097 Reading Consultant	Must meet the above (for 102) and have minimum 10 school months of experience under the 102 endorsement
061 Speech & Language Pathologist	Not needed
068 School Counselor	Not needed
070 School Psychology	Only needed if you served under a deficiency for the internship

To request the SCSU Certification Officer's recommendation, please visit this link, [Institutional Recommendation Request](#), and complete the form

Internship/Practica information should coincide with the following courses:

PROGRAM	INTERNSHIP/PRACTICA COURSE(S)
092 Intermediate Administrator	EDL 687 & EDL 688
093 Superintendent	EDL 687 & EDL 688
102 Remedial Reading & Language Arts	RDG 568 & 659
097 Reading Consultant	RDG 665 & 676
061 Speech & Language Pathologist	CMD 562
068 School Counselor	CSP 675
070 School Psychology	CSP 652

Test Scores (if required): If your certification area has a testing requirement, we should be able to look up your scores. If we cannot find them, we will contact you.

Please note that we process recommendation requests in the order that they are received! Thank you for your patience and understanding.