

## Certification Application Process: Undergraduate, MAT, Post-Baccalaureate Teacher Candidates, and School Library

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

- Visit CECS, the CT Certification portal and create an account:  
<https://portal.ct.gov/SDE/Certification/Connecticut-Educator-Certification-System-CECS>
- Once in your account, “Apply Online” for the appropriate “Teacher/Educator” certification:

Code	Certification Area
165 & 305	Comprehensive Special Education, K–12 & Elementary, 1–6
305 & 902	Elementary, 1-6 & Elementary Ed: Bilingual
113	Integrated Early Childhood/Special Ed., Nursery–K–Elem., 1–3
165	Comprehensive Special Education, K–12
305	Elementary, 1–6
015	English, 7–12
018	French, 7–12
019	German, 7–12
020	Italian, 7–12
023	Spanish, 7–12
026	History & Social Studies, 7–12
029	Mathematics, 7–12
030	Biology, 7–12
031	Chemistry, 7–12
032	Physics, 7–12
033	Earth Science, 7–12
042	Art, PK–12
044	Physical Education, PK–12
062	School Library Media Specialist

- 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 official **paper** 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

#### To Request Official Transcripts:

Go to: <https://inside.southernct.edu/onestop/studentrecords>

Click on the TRANSCRIPTS dropdown and follow the instructions for “Current Students”

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

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