ED 174
REV. 7/19
C.G.S. 10-145, P.A. 11-27
C.G.S. 10-145d
Regs. 10-145d-420

CONNECTICUT STATE DEPARTMENT OF EDUCATION Bureau of Educator Standards and Certification P.O. Box 150471 Hartford, CT 06115-0471 www.ct.gov/sde/cert



APPLICATION FOR SUBSTITUTE TEACHER AUTHORIZATION FOR CANDIDATES WHO HAVE NOT COMPLETED A BACHELOR'S DEGREE

PART I: PERSONAL INFORMATION (Print all informati	on in blue ink and in uj	opercase letters.)
LAST NAME		
FIRST NAME	MI	GENDER
SOCIAL SECURITY NUMBER	BIRTH DATE (Month-Day-	Year) - Required
ADDRESS (Street)		Apt. #
(City)		(State)
	FORMER LAST NAME(S)
(Zip Code))
PHONE		
(Home)	Race/Ethnicity	 Native American Asian/Pacific Islander Black
E-MAIL ADDRESS	(Optional)	 White Hispanic
1. Have you ever been convicted of any crime, excluding minor traffic viola	ations? YES	NO
2. Have you been dismissed for cause from any position?	YES	NO
3. Have you ever surrendered a professional certificate, license, permit or o	ther credential YES	NO

3. Have you ever surrendered a professional certificate, license, permit or other credential (including, but not limited to, an education credential); had one revoked, suspended, annulled, invalidated, rejected or denied for cause; or been the subject of any other adverse or disciplinary credential action?

Pursuant to Connecticut General Statutes Section 10-221d, the State Board of Education must submit, periodically, a database of applicants for an initial issuance of a certificate, authorization or permit to the State Police Bureau of Investigation for a criminal history record check. Each applicant seeking an initial issuance or renewal of a certificate, authorization or permit must also submit to a records check of the Department of Children and Families' child abuse and neglect registry established pursuant to Connecticut General Statutes Section 17a-101k. In addition, the State Board of Education is required to submit periodically for criminal history records check the database of all persons who hold any certificate, authorization or permit.

NOTE: If you answer "YES" to any of the above questions, you must attach a signed statement of explanation. If there are multiple incidents within each question, you must list and explain each separately. Submit official copies of court or administrative record(s), including disposition of each use.

Information on this application is subject to disclosure pursuant to the Freedom of Information Act.

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PART II: EDUCATIONAL BACKGROUND

List all education you have completed, including high school, trade-related vocational school and/or other postsecondary schooling.

NAME OF SCHOOL	STATE	DATES ATT From (M/Y)	1	EDUCATION LEVEL COMPLETED (H.S. Diploma, GED, Assoc. Degree)

List ALL substitute teaching experience or any other experiences you have had working with school-age children, along with any unique qualifications for the substitute position. (Please attach your resume, or a separate sheet, if necessary.)

PART III: APPLICANT ATTESTATION

I certify that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all of the information given by me is true, complete and accurate. I understand that all application and accompanying information may be verified and that any material misrepresentation, falsification or omission may result in the denial or revocation of my certificate(s), permit(s) or authorization(s).

ORIGINAL SIGNATURE OF APPLICANT:

PART IV: EMPLOYING AGENT INFORMATION AND ATTESTATION

Signature of Superintendent, Exececutive Director or designee attesting to the accuracy of information (Original signature, no stamps accepted)	Date		
Typed or Printed Name of Person Signing Above	Title		
District	Telephone		
Street	FAX Number		
City, State, Zip Code	E-mail Address		
FOR OFFICE USE ONLY The person named on this application is authorized is N education listed on page 2.	NOT authorized to serve as a substitute teacher for the board of		
Authorized Signature:	Date:		

DATE:

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INSTRUCTIONS TO APPLICATION FOR SUBSTITUTE TEACHER AUTHORIZATION FOR CANDIDATES WHO HAVE NOT COMPLETED A BACHELOR'S DEGREE

THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET

List below are the required documents which must be submitted to the Bureau of Educator Standards and Certification to process your request for a Substitute Teacher Authorization for candidates who have NOT completed a bachelor's degree. This authorization will expire on June 30 of the school year during which it was approved.

Applicant:

a. Complete Parts I and II.

b. Return completed application to the superintendent of schools, executive director or designee.

Employing Agent:

a. Complete Part IV and mail application and supporting documentation to the Bureau of Educator Standards and Certification at the above address.