

EASTERN



Teacher Certification Instructions
Spring 2024

TWO APPLICATIONS:



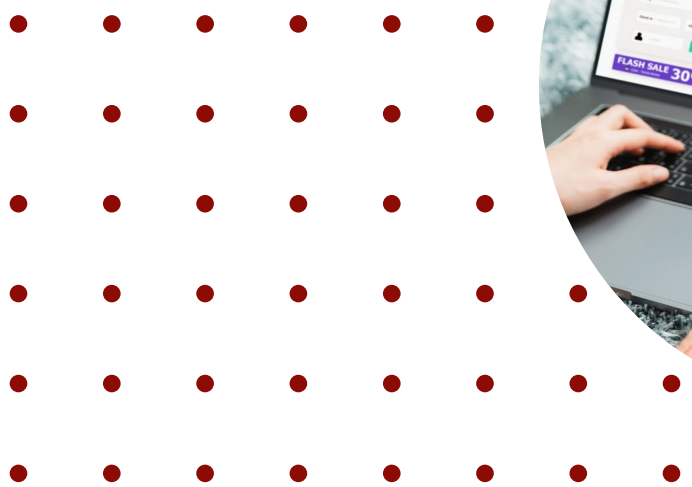
Eastern's Application: TK20

WATCH this instructional video for assistance



CT State Department of Education Application

WATCH this instructional video for assistance



FOR EASTERN'S APPLICATION:

EIN NUMBER

- Obtain this by visiting [this website](#). Save your username and password. You will need it again.
- Keep your EIN in a safe place.

CLOCK HOURS

- Fill in the digital chart or upload a signed copy.

HPE: FIRST AID CARD

- Make sure it's not expired.

PROOF OF DYSLEXIA MODULE COMPLETION

- 12 hours total
- MUST complete the "SLD/Dyslexia Webinar Series for Educator Preparation Programs"

FOR THE STATE APPLICATION:

click
here

[\(BUREAU OF EDUCATOR STANDARDS AND CERTIFICATION\)](#)

DEPOSIT

\$50

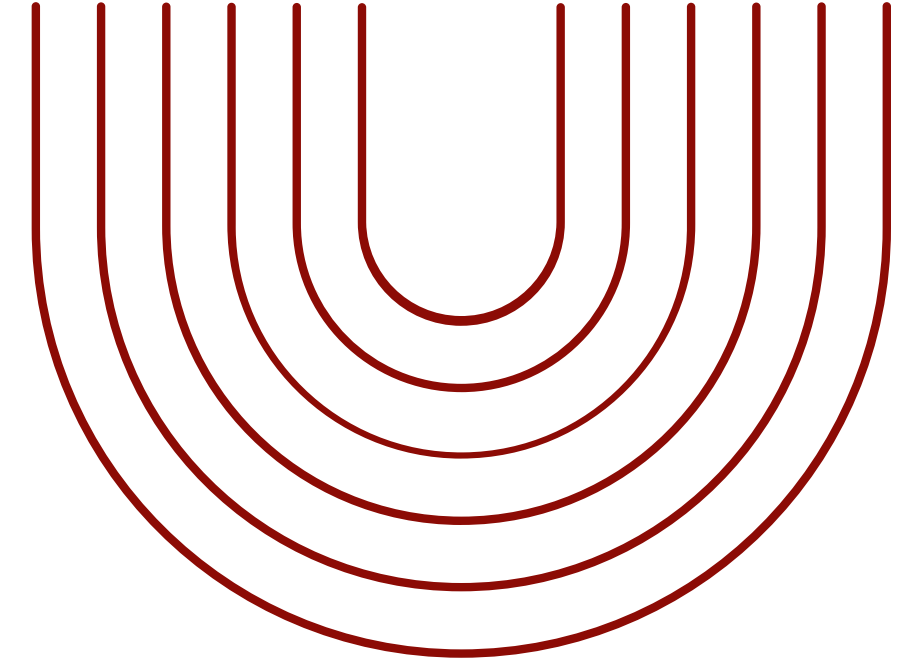
TRANSCRIPTS

[WATCH this video](#) for instructions on how to send them from Eastern to the state.

FINAL FEE

\$200

*Be sure to save your receipts. You can be reimbursed for these fees, as long as you submit them before June 7, 2024. [See this webpage](#) for more information.



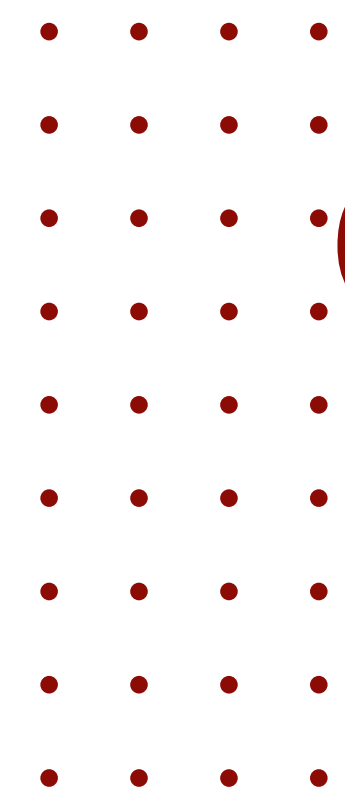
0 1. EASTERN'S APPLICATION IN TK20
You can start this process now. Be sure to save your progress. DO NOT HIT SUBMIT YET.

0 2. REGISTER FOR YOUR EIN
Again, save your username and password and keep your EIN in a safe place. You will need it again.

0 3. APPLY TO THE STATE OF CT
You can submit even though you're still working on final requirements. If you pay the total \$250 now before 6/7/24, you can get it reimbursed.

0 4. REQUEST YOUR TRANSCRIPT
It cannot be sent until after you graduate and your degree has posted, but you can request it now.

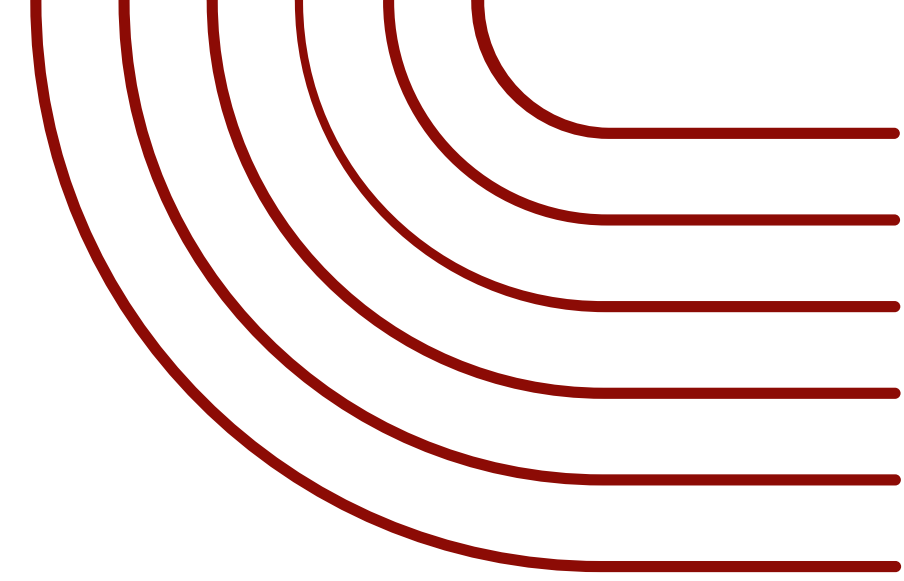
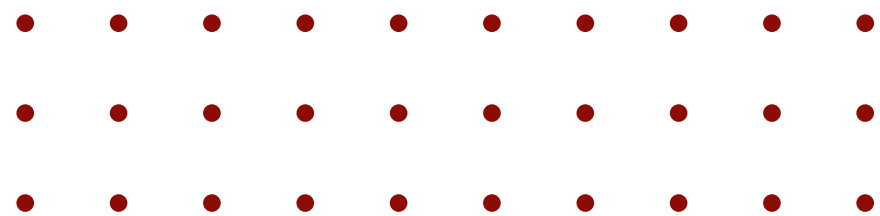
TIMELINE



0 5. UPON COMPLETING STUDENT TEACHING
CLOCK HOURS: Return to your TK20
application and fill out the digital
clock hours chart or upload a
signed copy.

Double check that you have
completed everything and then hit
SUBMIT.

FINAL STEPS

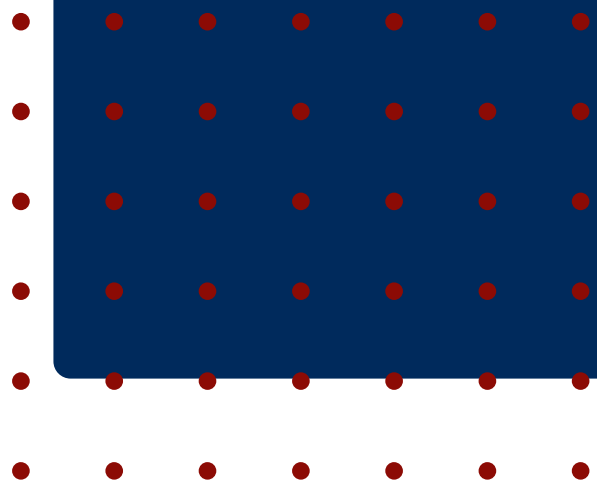


THE PROCESS

Once you complete your student teaching, graduate, and have submitted both applications, you can look for two things:

- 0 1. Eastern will fill out your recommendation to the state IF you have met all of the requirements (including all necessary testing, edTPA, etc.)

Eastern sends your recommendation to the state and will send you an email letting you know we did so. At the state, it goes to a special email “bank” where it will be checked in the order it was received. If we have sent you an email confirmation, the state has it.



THE PROCESS

Once you complete your student teaching, graduate, and have submitted both applications, you can look for two things:

02.

The state will inform you of any other information you may need to turn in to them, such as test scores, transcripts, etc. Please do so.

Again, sometimes you may be told that they have not received your recommendation from Eastern. If you have our email confirmation, they do have it. They have not processed it from the email “bank”.

That being said- if it’s been at least four to six weeks since graduation and everything else has been turned in, feel free to inquire with nowosielskik@easternct.edu for assistance.

FAQ'S

1.

How long does it take to get my certification?

Once everything has been submitted, including your Eastern recommendation, it can take 4-8 weeks for your certification to process.

2.

Can I apply for jobs even if the state hasn't processed my certification?

Yes! If everything has been submitted and you're just waiting... please apply! Let them know that you're just waiting on the state to process everything.

3.

I want to make sure I'm not missing anything. Can you walk me through this?

Absolutely. Make an appointment with Kari Nowosielski (nowosielskik@easternct.edu) and we can meet and do it together.

FAQ'S

4.

Does Eastern need my test scores?

As long as you have given permission for the testing company to share your scores, Eastern is able to see them as soon as they are in. Check in with Kari Nowosielski (nowosielskik@easternct.edu)

with questions.

5.

I'm not sure what I need to finish certification.

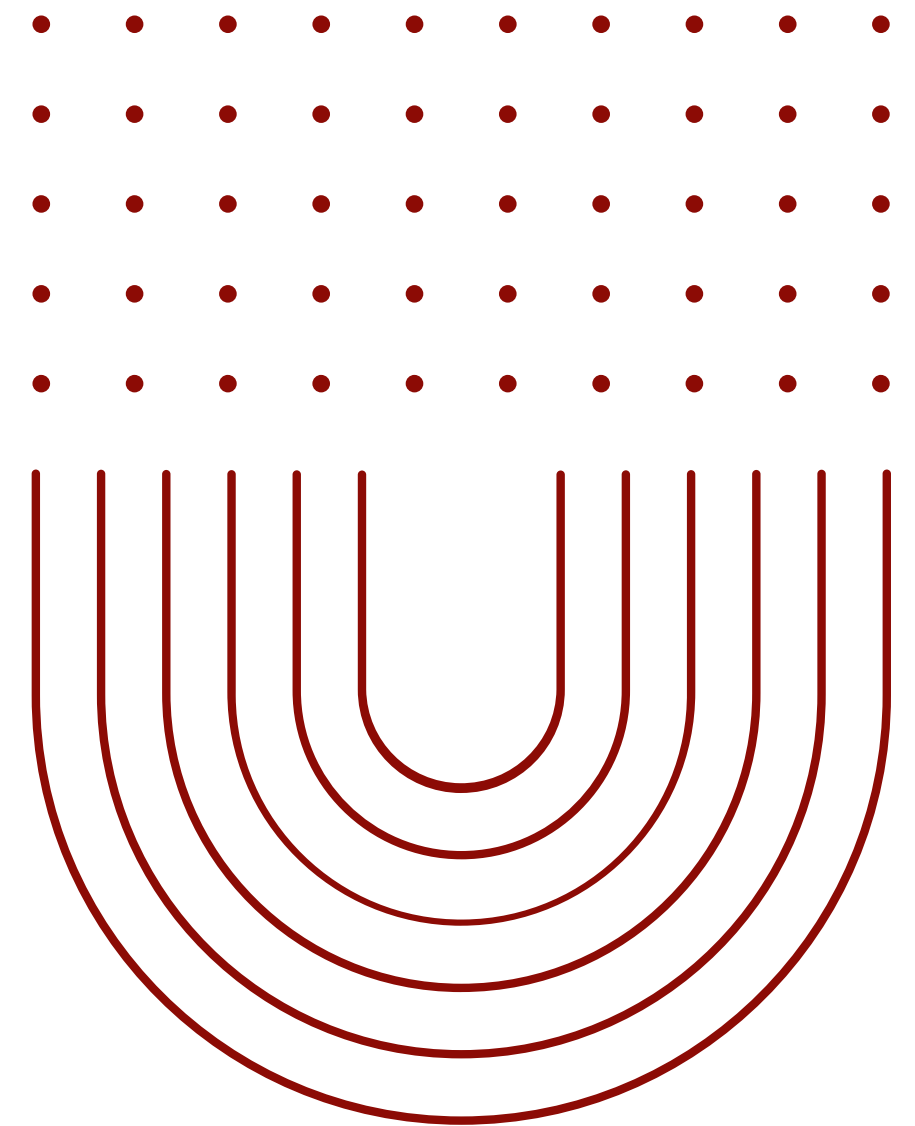
First, we recommend you meet with your education advisor. You can also email Kari Nowosielski (nowosielskik@easternct.edu) to see what information Eastern has already.



[Eastern's Certification Webpage](#)



[CT Department of Education Webpage](#)



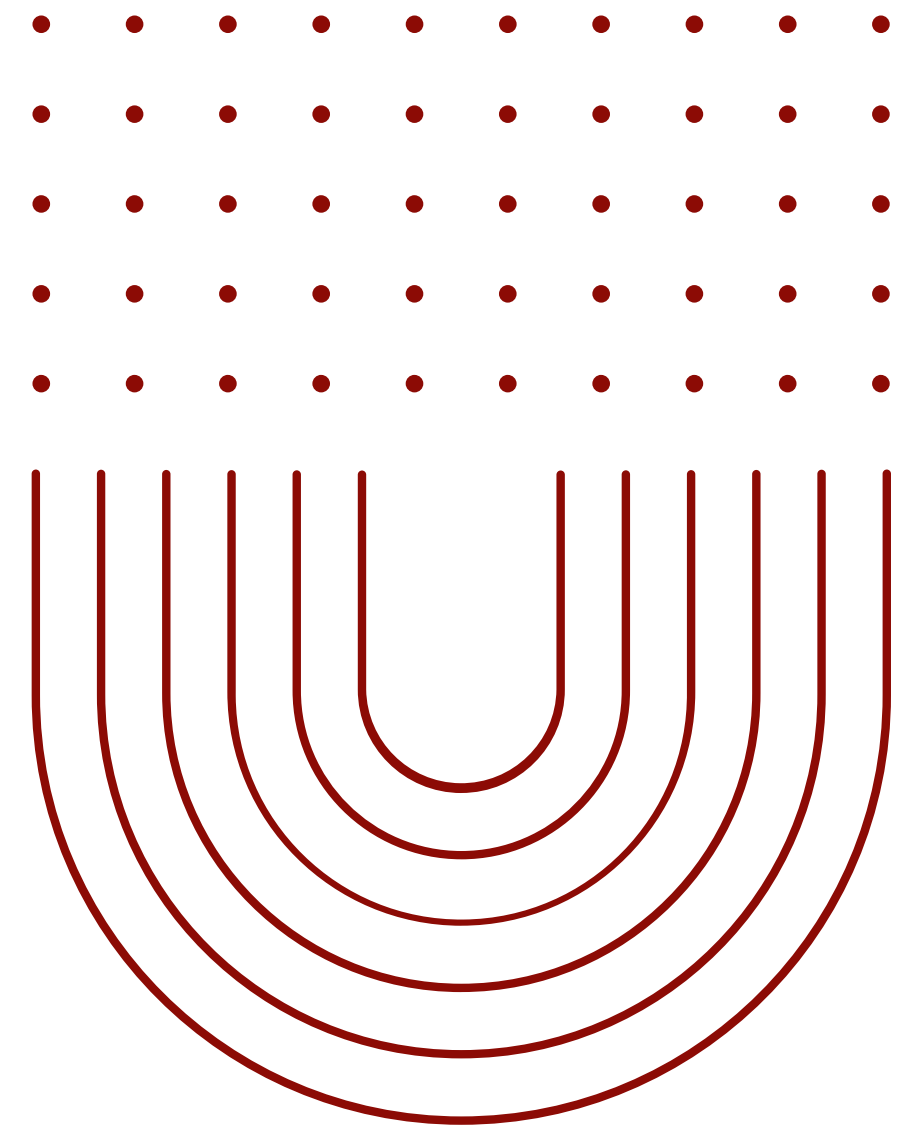
REFERENCES



[Kari Nowosielski](#)– Certification Auditor
nowosielskik@easternct.edu



[Dr. Ryan Colwell](#)– Certification Officer, Assistant Dean
colwellr@easternct.edu



QUESTIONS?