# EASTERN

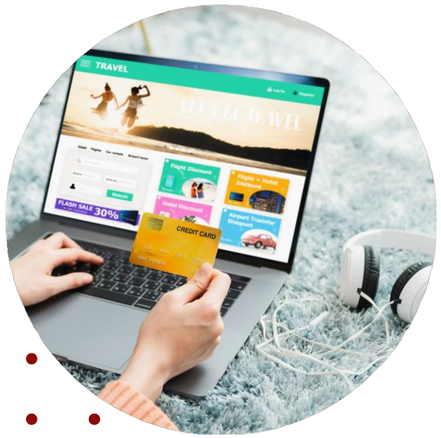
*Teacher Certification Instructions*
*Fall 2026*

EASTERN
CONNECTICUT
STATE UNIVERSITY

# TWO APPLICATIONS:



**Eastern's Application:**
Via Student Learning and Licensure (SL&L): click here for directions on how to complete the application.




**CT State Department of Education Application**
WATCH this instructional video for assistance

# FOR EASTERN'S APPLICATION:

## APPLICATION INFO

- Please answer all required (with an *) questions at the beginning of the Student Teaching application in SL&L.

## CLOCK HOURS

- Fill in your time logs in SL&L or upload a signed copy at the bottom of the app

**HPE CANDIDATES ONLY NEED FIRST AID CARD**

- Make sure it's not Expired and upload this at the bottom of the app

## PROOF OF DYSLEXIA MODULE COMPLETION

- 12 hours total
- MUST complete the "SLD/Dyslexia Webinar Series for Educator Preparation Programs"
- **And an additional 6 hours of other Dyslexia modules**

**(Upload all certificates of completion or screenshots of completion emails at the bottom of the app).**

# FOR THE STATE APPLICATION:

click here

## Certification Application Video

Effective **October 1, 2025,** there is no longer a fee/cost for a ten-year initial educator certificate.

If someone submitted an application PRIOR TO OCTOBER 1, 2025—they no longer have to pay the additional $150 payment towards the total cost of $200 for issuance of a ten-year initial educator certificate.

**Exception:** If the educator is working in a public school, and they wish to obtain an effective date prior to October 1, 2025, then they are still required to submit the additional cost.

## TRANSCRIPTS

Transcript Requests (Parchment) - Eastern

Click the link above for instructions on how to send them from Eastern to the State.

You will want to send your official transcript to:
**teacher.etranscript@ct.gov**

# TIMELINE

## 1. REGISTER FOR YOUR EIN

*Save your username and password and keep your EIN in a safe place. You will need it again when completing your Certification Application in SL&L.*

## 2. APPLY TO THE STATE OF CT (Dept. of Education Application)

*You can start this process early in **your final semester** and submit, even though you're still working on final requirements (final transcripts sent from ECSU are required for final certification through the State but are not needed in the application itself).*

## 3. EASTERN'S APPLICATION IN SL&L

*You can start this process **now.** Be sure to **save** your progress. **DO NOT HIT SUBMIT YET (you need to complete your Student Teaching experience before submitting all requirements).***

## 4. REQUEST YOUR TRANSCRIPT FOR THE STATE

*It cannot be sent to the State until after you graduate and your degree has posted, but you can request it to be sent to the State now, so the registrar is informed.*

# 5. AFTER COMPLETING STUDENT TEACHING EXPERIENCE

Return to your SL&L application and complete your **Eastern Student Teaching Recommendation for Teaching Certification Application in SL&L.**

Double check that you have completed everything in both the State and SL&L applications and that **you have passed all required course work** and then hit **SUBMIT**. Once you have done so, please email: **digbyma@easternct.edu**.

**Please keep a copy of all documents you upload into SL&L!**

**If you do not complete the SL&L application process for certification, Eastern cannot recommend you to the State for certification**

## TIMELINE CT.



# THE FINAL PROCESS

***Once you complete your student teaching, graduate, and have submitted both applications (SL&L and the state) and have passed all required coursework, please email digbyma@easternct.edu*** *and then* ***you can look for two things:***

**01.**

*Eastern will fill out your recommendation to the state IF you have met all the requirements (including all necessary testing, 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 FINAL PROCESS

02.

*The state will inform you of any other information you may need to turn into 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* ***digbyma@easternct.edu*** *for assistance.*

# FAQ'S

**1.**

*How long does it take to get my certification?*

Once final grades are submitted and TK20 and state applications are completed, including your Eastern recommendation, typically, it may take **4-6 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 Marissa Digby (**digbyma@easternct.edu**) nd we can meet and do it together.

# FAQ'S

**4.** *How do I show I took the dyslexia modules?*

You will be asked to upload proof as part of the TK20 application. You **need 12 hours** in total, including a mandatory module. You may have images like these saved:



**Your Submission was successfully recorded on Friday, March 01, 2024**

**The SLD/Dyslexia course from CSDE and SERC**

Was successfully viewed by: [redacted]

School or institution: Eastern CT State University (ECSU)

Please retain this email for your personal records. Proof of your course completion has also been made available to your teacher preparation program.

mandatory module



SERC
STATE EDUCATION RESOURCE CENTER
EQUITY | EXCELLENCE | EDUCATION

**Course Completion Acknowledgement**

**It's Never Too Late: How to Motivate and Teach Older Struggling Readers**

This message verifies that [redacted] completed all requirements of this online course on Friday, October 13, 2023.

additional hours (titles may vary)

AND



**Learner Transcript**

**Faith Jensen**

SERC
STATE EDUCATION RESOURCE CENTER
EQUITY | EXCELLENCE | EDUCATION

| Enrolled | Completed | In Progress | Not Completed | Credits Earned | Credits Available |
|---|---|---|---|---|---|
| 4 | 4 | 0 | 0 | 0 | 0 |

**Completed**

| ENROLLED | COMPLETED | COURSE/PROGRAM | EARNED CREDITS |
|---|---|---|---|
| 2021/09/16 | 2022/04/27 | It's Never Too Late: How to Motivate and Teach Older Struggling Readers | |
| [illegible] | [illegible]/04/27 | Distinguishing Between Typically Developing English Learners (ELs) and Students with Reading Difficulties | |
| 2021/09/16 | 2022/04/27 | Connecting Research to Practice (SLD/Dyslexia) | |
| 2021/08/24 | 2022/04/22 | SLD/Dyslexia Webinar Series for Educator Preparation 2021-22 | |

OR list that shows all completed modules

# FAQ'S

**5.**

*Does Eastern need my test scores?*

As long as you gave permission for the testing company to share your scores, Eastern has access to your scores.
Check in with Marissa Digby (**digbyma@easternct.edu**) with questions.

**6.**

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

First, review this PowerPoint, then we recommend you meet with your education advisor. You can also email Marissa Digby (**digbyma@easternct.edu**) to see what information is missing for your certification.

# FAQ's

7.

*Who should I contact if I am having problems with the SL&L website/platform?*

Please email SLL@easternct.edu with any questions or problems you have regarding the SL&L website/platform.

8.

Does the State need my test scores directly?

If you have taken the **Foundations of Reading Test** it is recommended to directly upload these score reports directly into your State application, as these score reports have issues at times being sent to the State from the testing facility.

# REFERENCES

Eastern's Certification Webpage

CT Department of Education Webpage



**Marissa Digby**- Certification Auditor
**digbyma@easternct.edu**

**For certification process questions.**




**Dr. Ryan Colwell**- Certification Officer, Assistant Dean
**colwellr@easternct.edu**

**For course requirement questions.**

# QUESTIONS?