

# EASTERN



*Teacher Certification Instructions*  
*Fall 2025*

# 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 on TK20 or upload a signed copy

## PE CANDIDATES ONLY 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"
- And an additional 6 hours of other Dyslexia modules

# FOR THE STATE APPLICATION:

click  
here ↘

Certification Application Video

**DEPOSIT**

**\$50**

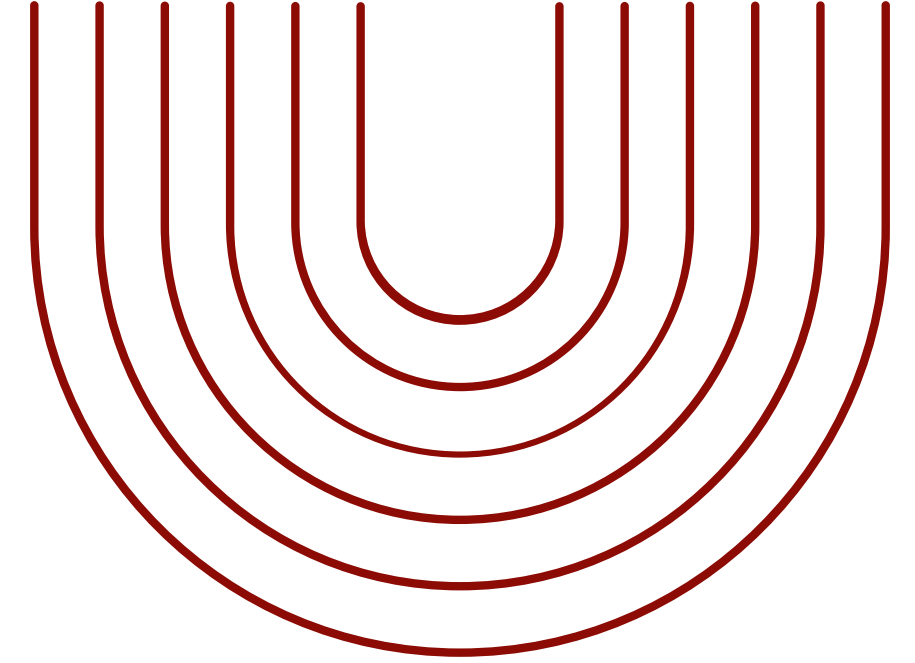
**TRANSCRIPTS**

[Transcript Requests  
\(Parchment\) - Eastern](#)

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

**FINAL FEE**

**\$200**



01.

## EASTERN'S APPLICATION IN TK20

*You can start this process **now**. Be sure to save your progress. DO NOT HIT SUBMIT YET.*

02.

## REGISTER FOR YOUR EIN

*Again, save your username and password and keep your EIN in a safe place. You will need it again.*

03.

## APPLY TO THE STATE OF CT

*You can submit even though you're still working on final requirements.*

04.

## REQUEST YOUR TRANSCRIPT

*It cannot be sent until after you graduate and your degree has posted, but you can request it now.*

**TIMELINE**

# 05. UPON COMPLETING STUDENT TEACHING

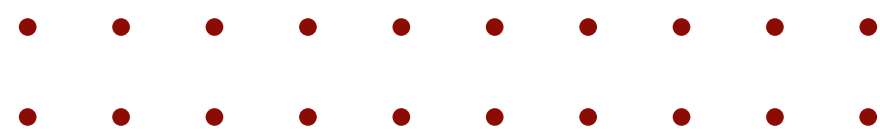
Return to your TK20 application and complete your clock hours.

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

Please also keep a copy of all documents you upload into TK20!

If you do not complete this TK20 application process for Certification, Eastern cannot issue your recommendation letter to the state for Certification

## FINAL STEPS





# THE PROCESS

*Once you complete your student teaching, graduate, and have submitted both applications (TK20 and the State), you can look for two things:*

01.

*Eastern will fill out your recommendation to the state IF you have met all of 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 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 [digbyma@easternct.edu](mailto:digbyma@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?*

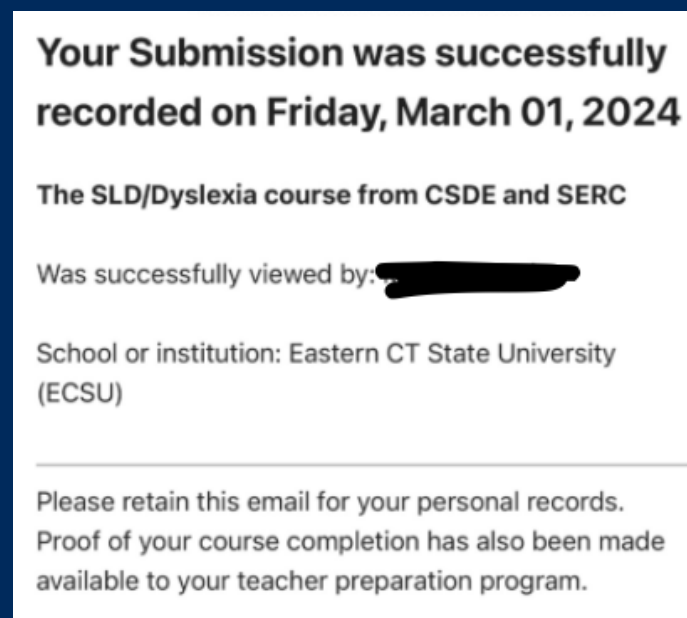
Absolutely. Make an appointment with Marissa Digby ([digbyma@easternct.edu](mailto:digbyma@easternct.edu)) and we can meet and do it together.

# FAQ'S

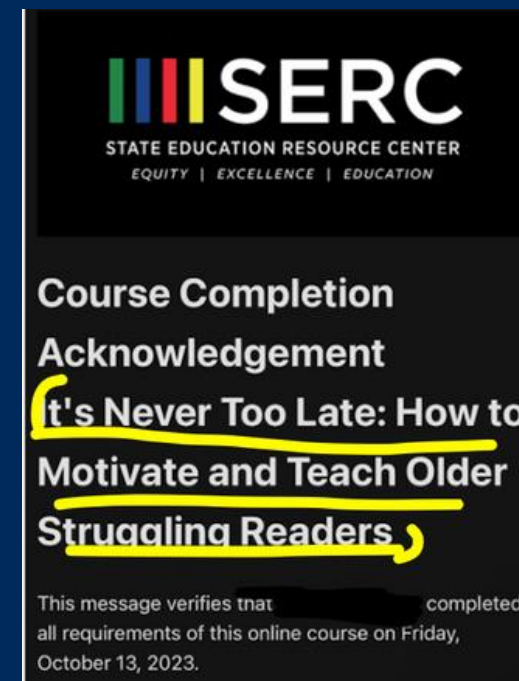
4.

*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:



mandatory module



additional hours  
(titles may vary)

AND

Learner Transcript Faith Jensen					
Enrolled	Completed	In Progress	Not Completed	Credits Earned	Credits Available
4	4	0	0	0	0
<b>Completed</b>					
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			
2021/09/16	2022/04/27	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.

*Do 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 Marissa Digby ([digbyma@easternct.edu](mailto:digbyma@easternct.edu)) with questions.

6.

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

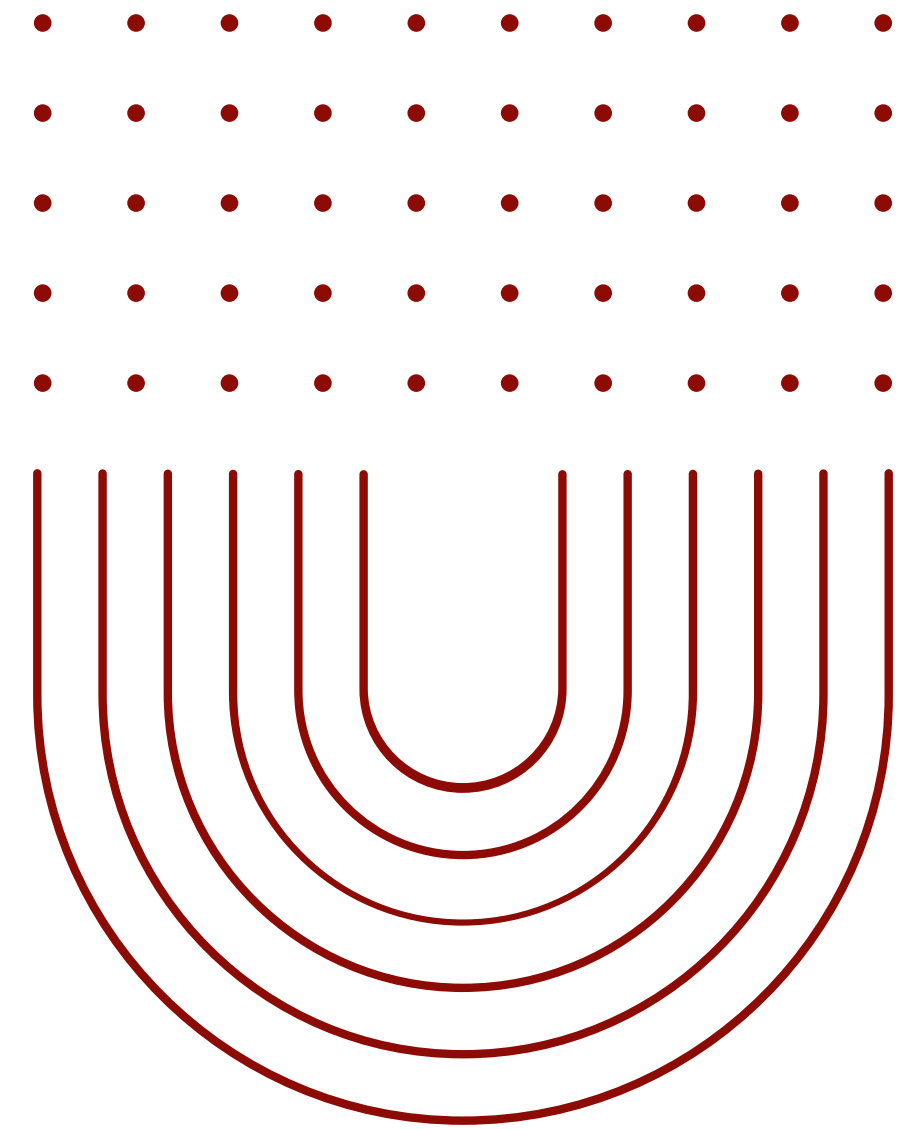
First, we recommend you meet with your education advisor. You can also email Marissa Digby ([digbyma@easternct.edu](mailto:digbyma@easternct.edu)) to see what information Eastern has already.



[Eastern's Certification Webpage](#)



[CT Department of Education Webpage](#)



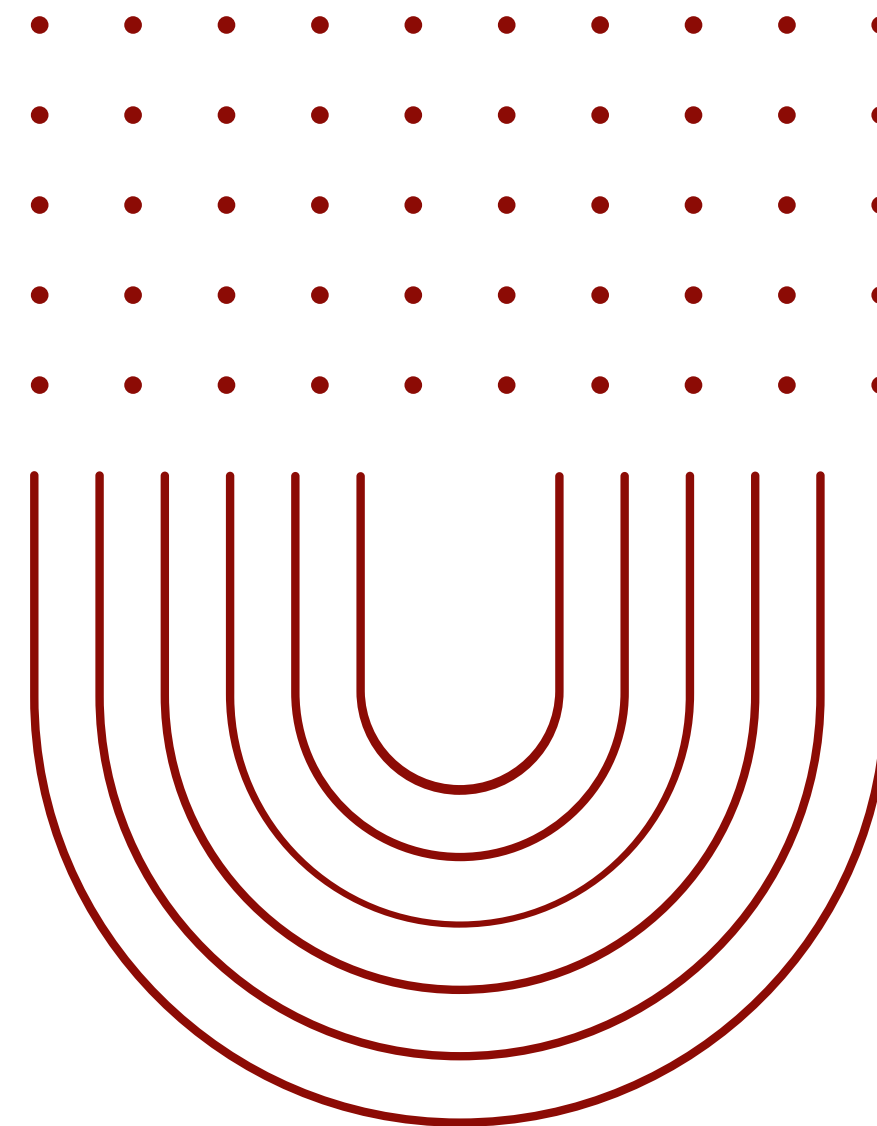
# REFERENCES



Marissa Digby– Certification Auditor  
digbyma@easternct.edu



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



**QUESTIONS?**