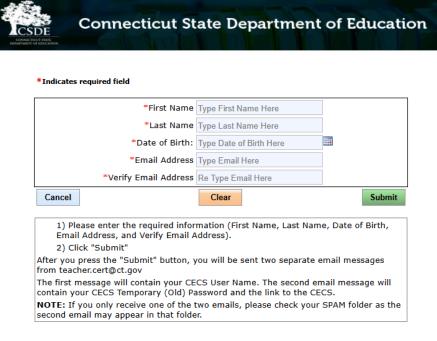
#### **TEACHER CERTIFICATION RESOURCES**

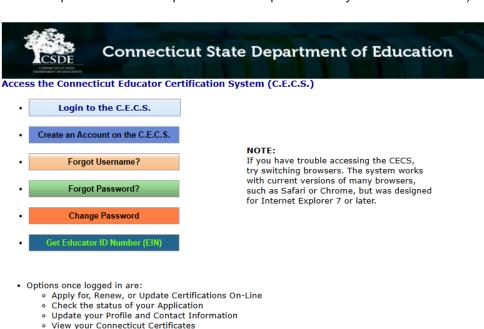
# **Certification Lookup**

Educator certifications can be verified through the CSDE's Online Certification Lookup.



#### Renewal of Certification:

1. The district recommends that three months prior to the expiration of your certification, please begin the recertification process by submitting an application using the State of Connecticut Certification website automated system. (Note: This can be done up to six months prior to the expiration of your certification.)



Request a Duplicate Copy of your Certificate

View Testing History
Apply for Praxis I (PPST) Waiver

2. If you receive an email to submit an ED 126 Statement of Professional Experience form, complete the top portion of the ED 126 in ALL CAPS and in BLUE INK, and interoffice it to Erin Barraza at the Central Office. If you are no longer employed with East Windsor Public Schools, please send it to:

East Windsor Board of Education Attn: Human resources 70 South Main Street East Windsor, CT 06088

# **How to Update Profile and Contact Information**

- 1. Log into your CECS Account
- 2. Access your file profile to update contact information and name changes
  - a. When entering any information which includes numbers, type the new number OVER the previous number without adding dashes, the system will format it for you. The system will not allow you to backspace or delete
- 3. Click the update button before leaving the page When the ED 126 form is complete, the Human Resource's Office will email/mail it to the State on your behalf. If you would like a copy of the form, please kindly request one from ebarraza@ewct.org in the central office.

### Mail all required documents and payment to:

Bureau of Educator Standards and Certification P.O.Box 150471 Hartford, CT 06115-047

### **DON'T LET YOUR CERTIFICATION EXPIRE**

Keeping your certification up to date is your responsibility and not the responsibility of the school district in which you were hired. Even if you do not have the full amount of money necessary to renew your certificate before it expires, you should still send in the \$50 application fee and the required paperwork at least six weeks in advance of your certificate's expiration date in order to be sure that your certificate is renewed in a timely manner. Your employment depends on it.

If you move or change your email, you should send the State Department of Education a notification for their files. The best way to make sure that the SDE has your current contact information is to create a certification account. You can also update your information by sending an email to teacher.cert@ct.gov