

## TEACHER CERTIFICATION RESOURCES

### Certification Lookup

Educator certifications can be verified through the [CSDE's Online Certification Lookup](#).



\*Indicates required field

*First Name	<input type="text" value="Type First Name Here"/>
*Last Name	<input type="text" value="Type Last Name Here"/>
*Date of Birth:	<input type="text" value="Type Date of Birth Here"/>
*Email Address	<input type="text" value="Type Email Here"/>
*Verify Email Address	<input type="text" value="Re Type Email Here"/>

1) Please enter the required information (First Name, Last Name, Date of Birth, Email Address, and Verify Email Address).  
2) Click "Submit"

After you press the "Submit" button, you will be sent two separate email messages from teacher.cert@ct.gov  
The first message will contain your CECS User Name. The second email message will contain your CECS Temporary (Old) Password and the link to the CECS.

**NOTE:** If you only receive one of the two emails, please check your SPAM folder as the second email may appear in that folder.

### 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.)



[Access the Connecticut Educator Certification System \(C.E.C.S.\)](#)

- [Login to the C.E.C.S.](#)
- [Create an Account on the C.E.C.S.](#)
- [Forgot Username?](#)
- [Forgot Password?](#)
- [Change Password](#)
- [Get Educator ID Number \(EIN\)](#)

**NOTE:**

If you have trouble accessing the CECS, try switching browsers. The system works with current versions of many browsers, such as Safari or Chrome, but was designed for Internet Explorer 7 or later.

- Options once logged in are:
  - Apply for, Renew, or Update Certifications On-Line
  - Check the status of your Application
  - Update your Profile and Contact Information
  - View your Connecticut Certificates
  - 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](mailto: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](mailto:teacher.cert@ct.gov)