

Guidance on the CT Teacher Certification Application Process

Step 1: Create an account

- If you already have a CECS account, proceed to Step 2
- Visit [the Connecticut Educator Certification System \(CECS\)](#) portal
- Create a new account:
 - Use a **personal email** address (not your Southern email). You will need future access to the portal, and your SCSU email will eventually become inactive.
 - **Save your password** securely, as you will need it to access the portal
 - Once your account is created, you will be issued an **Educator Identification Number (EIN)**. You will need it for the institutional recommendation form.

Step 2: Apply online

- Log in to your CECS account
- Click “Apply Online” and **select the appropriate** “Teacher/Educator” certification. **Use the table below to find the correct endorsement number.**
- The Connecticut State Department of Education (CSDE) charges \$200.00 for certification.
 - You will pay \$50.00 at time of application,
 - CSDE will invoice you for the remaining \$150.00.

Step 3: Request Transcripts

- Request Transcripts **from all colleges/universities attended.**
- Do not send your SCSU transcript prematurely - wait until your degree date is posted on the transcript. You will receive an email from the Registrar’s Office when your degree has been posted to your student records.

Transcript Submission options:

- Electronic Transcripts can be sent to teacher.etranscript@ct.gov
- Paper copies of official unopened transcripts can be mailed to:
Connecticut State Department of Education
Bureau of Educator Standards and Certification
P.O. Box 150471
Hartford, CT 06115-0471

To Request Official Transcripts from SCSU:

- Visit: <https://inside.southernct.edu/onestop/studentrecords>
- Click on the **TRANSCRIPTS** dropdown and follow the instructions for “**Current Students**”