

INTRODUCING . . .

**Connecticut Educator
Certification System
(CECS)**

**Online Educator Status
and Application**

www.ct.gov/sde/cert

Allows EDUCATORS to:

- Apply Online for Initial, Provisional, Professional Certificates, Cross-endorsements, etc. (district-based applications such as temporary coaching, DSAP must be filed by paper)
- Pay certification fees online using a major credit card
- Track the status of a current application
- Check the expiration date on any of their certificates

Allows the PUBLIC to:

- Receive immediate feedback about certification status of teachers in their district/state

We encourage all educators in districts to use this new, easy application method when applying for certification.

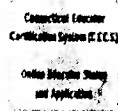
Directions for Using the New System

Steps to Use to Set up a New Account

The CECS was designed to work using Internet Explorer 7.0; some problems have occurred if the educator is using a different browser such as Firefox or a Macintosh computer.

1. Directions to Setup New Account on CECS (for first time users only):

- a. Web address: www.ct.gov/sde/cert OR www.ct.gov/sde, click on "Certification" in right column



- b. Click on CECS icon
- c. Click on "Create an Account on the C.E.C.S.;"
- d. Enter your Last Name, First Name and Email Address:
NOTE: Every educator must have a unique email address. Therefore, if you and your spouse/partner are both using the CECS system, only one person can enter the home email address and the other person must enter another email address such as a school email or a hotmail/g-mail account.
- e. Verify your email address and type the two words you see in the box and press the "Submit" Button
- f. Once completed, the CECS will send you two separate email messages 1) Includes your CECS "Username" and 2) Includes 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 have been sent to that folder.
- g. Click on "Login to the CECS." Enter your assigned "Username" and "Temporary Password" provided in the two email messages.
NOTE: Please copy and paste the temporary password from the email message onto this page in order to generate your personal password. Please keep a record of your personal password for future use.
- h. In order for the CECS to check for an existing Educator Identification Number (EIN), please enter: SSN, First Name, Last Name, Date of Birth and email address. Click "Register" on the bottom of that box and you now have access to your Connecticut certification account.
- i. On Next page, read and click "Acknowledge and Continue" button to begin the application renewal process.
- j. In the box that includes your certificate information, please click "Choose" in the Renew/Update column next to the certificate/permit you would like to renew. The system will now step you through the application process.

2. Credit Card Payments via the CECS System:

- a. VISA or MasterCard CREDIT cards may be used to pay for certification fees. **Debit** cards and American Express/Discover cards are **NOT ACCEPTED**.
- b. Certified bank checks or money orders made payable to the Treasurer, State of Connecticut (NO PERSONAL CHECKS) are accepted. Payments should be mailed to: Bureau of Educator Standards and Certification, PO Box 150471, Hartford, CT 06115-0471.

3. Directions for Future Use of System:

- a. Web address: www.ct.gov/sde/cert OR www.ct.gov/sde, click on "Certification" in far right column



- b. Click on CECS icon
- c. Click on "Login to the CECS"; enter your recorded Username and personal Password.