

PLEASE DOWNLOAD APPLICATION, COMPLETE, EMAIL

Application for Admission

**Advanced Alternate Route to Certification for
Special Education Cross Endorsement**

Thank you for your interest in the AARC for Special Education. For consideration of entrance into the program, you must:

1. Hold a valid teaching certificate in the State of Connecticut. (SLP, School Psychologist, Social Worker not applicable)
2. You must have a minimum of three years teaching experience in the past eight (8) years. (Substitute teaching experience and Paraeducator experience will be considered)
3. Possess the desire to teach students with disabilities as a special educator
4. Working knowledge of platforms such as Canvas, etc.
5. Submit the below materials to aarc@crec.org by **April 30th**.
 - ☐ Completed and signed Application Form
 - ☐ Copy of Certification document(s)
 - ☐ Three letters of recommendation, including one from current administrator
 - ☐ Résumé (including information about formal education beyond high school) Application payment confirmation
 - ☐ Application fee in the amount of \$150.00 (non-refundable) in the form of pay via options below:
 - Visa/MasterCard Debit or Credit (see attached MUNIS-CUSTOMER SELF SERVICE (CSS))
 - E-Check
 - ☐ Official undergraduate and graduate transcripts from institutions of higher learning can be sent electronically directly from the institutions to CREC Resource Group aarc@crec.org or mailed in envelopes sealed by institutions to AARC, C/O CREC Resource Group, 123 Progress Dr., Wethersfield, CT 06109

NOTE: All of the above must be received in order to process your application.

Application Process

- Interviews are part of the admission process for this program. Following a screening of all applications, virtual interviews will be conducted to determine which applicants will be admitted to the program. You will be notified if you are chosen for an interview.
- Tuition for the AARC program is \$9800, excluding the application fee. You are also responsible for purchasing books from Amazon, materials, exam fees, certification fees, and laboratory fee. (*Payment of 50% of tuition is due on or before the first day of Phase I in June online through CSS. The remaining 50% of tuition is due prior to Phase II in September.*)
- Candidates that do not complete program requirements within the 14-month timeline are subject to administrative withdraw processes or a \$500 late fee, which may be incurred every six (6) months the program is not completed.

Thank you again for your interest and we look forward to meeting you. If you have any questions please email aarc@crec.org.

Advanced Alternate Route to Special Education Certification

Application for Admission **Section 1 - Academic/Professional Information**

Applicant's Name:

Applicant's Personal Email:

Applicant's Work Email:

Home Address:

City, State, Zip:

Cell Phone Number:

Date of Birth:

Educator EIN #:

Applicant's former name if submitting transcripts under different name:

Please include with this application:

- **A valid teaching certificate**
- **Three letters of recommendation, including one from a current administrator**
- **A current résumé**
- **Official undergraduate and graduate transcripts (can be sent separately)**

Please respond to the following:

I currently hold three-year or more Connecticut certification:

☐ Yes ☐ No

If you answered "no," are you eligible for Connecticut teaching certification?

☐ Yes ☐ No

Below, list any area, or areas, in which you currently are certified, including subject areas(s) and grade level(s) and endorsement code.

Last Three Years of Teaching Experience

Include dates, district/school, full or part-time, and Certified Area Teaching Assignment.

List your Record of Professional Development in Special Education

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Section 2 - Academic/Professional Information

Please describe any experience you may have had related to working with students with disabilities.

Please list any professional recognition (e.g., special teaching awards or recognition, honors) you have received.

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Section 3 - Academic/Professional Information

References - Candidates who complete this program will be able to demonstrate competence in Discipline-Based Professional Teaching Standards for Teachers of Special Education. Please submit three current letters of recommendation attesting to your ability to meet these standards required of a special education teacher. At least **one of these three letters is to be from a current administrator**, who will include in his/her letter the intention to support the efforts of the candidate to meet the requirements of this program.

Reference 1

Name:

Position:

Phone:

Email:

Reference 2

Name:

Position:

Phone:

Email:

Reference 3

Name:

Position:

Phone:

Email:

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Section 4 - Academic/Professional Information

Essay - Please compose an essay in the field box below in which you respond to all of the following questions:

- What is your motivation for pursuing certification as a special education teacher?
- What do you see as the key roles of an effective special education teacher?
- What is your experience working collaboratively with teachers and administrators in your school/district?
- What personal strengths do you have that would contribute to your success as a special education teacher?

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I certify that all items included with this application are correct and complete. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me for admission into the program. I understand that my completed application is to be submitted by **April 30th** and that it is to include the application form and personal essay completed by me, as well as all other items listed above. I understand, also, that this program is intended to prepare me to apply for CT certification for Special Education Teacher.

For final special education certification, I understand I will need to complete the program, pass Praxis II, Foundations of Reading, and complete and submit all mandated paperwork to the State Department of Education.

Signature: _____

Date: _____


**Print this page – sign and date and send with your application to aarc@crec.org
You can scan or take a picture.**

MUNIS – CUSTOMER SELF SERVICE (CSS)


1. Go to <https://selfservice.crec.org/css/citizens/OtherServices/>
2. Expand the plus symbol next to the service categories to find the service desired.

 APPLICATION FEES (7)

 SBH/CLINIC FEES (INSURANCE/PARENT) (1)

 TUITION FOR EDUCATIONAL COURSES (4)


2. Select the desired services by either double clicking on the name or on the “Add to Cart” at the right. The next screen will display **required fields** before proceeding to the next step.


3. **Shopping Cart:** By clicking on your shopping cart (upper right corner ) a small box will emerge showing what you are paying for with a total amount. Click on “Review” which

takes you to your **Shopping Cart Review** showing exactly what you have chosen to pay. Proceed to click “**Pay**”.

4. **Pay:** A total is now calculated for the services you have chosen to pay. Click on “Pay” to proceed forward to the Official Payment page. Here you have the choice to pay via Visa/MasterCard Debit, E-Check or Visa/Mastercard/Discover Credit Card.**

5. **Checkout:** Review what you are paying. Click Continue to proceed.

6. **Official Payments:** Choose which payment method you prefer. Click on  . Your payment amount, **service fee** and total payment will display.

Click  to agree to terms and conditions and then continue.

Enter the information required, click on Continue. You will receive an email confirmation. You will automatically be redirected back to CREC’s CSS (Customer Self Service) log-in page.

****Service Fee: Flat fee using an E-Check. Percentage (%) fee for payments using a Credit/Debit Card. These fees are added to the total.**