



*The Alternate Route to*

# Certification

Program Information 2012



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# I. Overview

Connecticut's Alternate Route to Certification Program – ARC, as it is commonly known – prepares talented, well-educated adults to become certified as teachers in Connecticut's public schools. ARC was created in 1986 by the Connecticut state legislature to encourage mid-career adults with strong subject area backgrounds to become teachers. Today ARC also focuses on helping Connecticut address teacher shortages in specific subject areas.

ARC is authorized by the Connecticut State Department of Education to prepare individuals to become certified as teachers in Connecticut. The program is not credit-bearing and is offered under the auspices of the Connecticut Office of Financial & Academic Affairs for Higher Education.

Over its 23-year history, ARC has prepared more than 4,400 teachers. The average ARC student is 40 years-old. Each applicant must already have earned a bachelor's degree; however, on average, more than 65 percent of ARC students have earned master's or doctoral degrees. ARC teachers bring a wide variety of work experience and life experience to classrooms across the state. Admission to the ARC Program is highly competitive. On average, the admission rate is 30-50 percent depending on the number of applicants in a subject area.

ARC graduates are teaching in schools across Connecticut, and many have been honored for their teaching. Connecticut's 2007 Teacher of the Year is an ARC graduate, class of 2001. Since 2007, at least 35 others have been named building and/or district teacher of the year and have been selected for the Presidential Award in Mathematics and Science, fellowships and other honors. Still others have become district and school administrators and consultants.

The ARC Program is very demanding because it is so time-condensed. ARC runs two different program cycles each year. ARC I is a nine and one half week summer program that is full-time, five days a week, eight hours a day from June 4 to August 8. ARC II is a weekend program that runs from October 19 through May 11. Weekend classes meet on average three out of every four weekends each month, with classes held on Friday night and all day Saturday. Faculty members are exemplary public school teachers and scholars from Connecticut public schools, colleges and universities.

The subjects and grade levels offered vary from ARC I to ARC II. Consult the table on page 3 for a list of areas offered in each program cycle. Also, note that ARC reserves the right not to offer preparation in a subject area if sufficient numbers of qualified applicants are not available. If a subject area cannot be offered, the application fee for those who applied for that subject will be refunded.

## **Mission Statement**

The mission of Connecticut's Alternate Route to Certification Program is to provide a time-condensed pathway to teaching credentials for adults who have a strong desire to become teachers and who possess strong academic and content backgrounds as well as a wide array of life and professional experiences. ARC is designed to support adult learning styles.

## **Dispositions for Teaching**

Teacher preparation programs are required to identify the "dispositions for teaching" that will be the foundation for all aspects of their programs. According to the National Council for Accreditation of Teacher Education, dispositions for teaching are "those values, commitments, and professional ethics that influence behaviors toward students, families, colleagues and communities and affect student learning, motivation, and development as well as the educator's own professional growth." A teacher preparation program should reflect these dispositions. Thus, during the admission process, ARC looks for applicants who most strongly reflect its six dispositions for teaching, which are:

1. Effective teachers have a passion for teaching that makes them committed to being the best teachers possible.
2. Effective teachers believe that all children can learn and thus a quality education should be accessible to all children.

3. Effective teachers possess a positive, caring attitude towards all children and recognize that children learn in many different ways.
4. Effective teachers respect and appreciate diversity among their students, colleagues and the community at large.
5. Effective teachers are committed to their own continued learning so that they can become even more effective teachers.
6. Effective teachers believe that educators must be committed to and exhibit the highest levels of moral and ethical behavior.

**Program Components** – Once an applicant is accepted into ARC, he/she will be expected to complete the following four major components of the program:

### ***Component 1 – Pre-Program Activities***

1. Orientation – A mandatory orientation session is required of all students and is usually held one month prior to the start of the Program. At the orientation session, students are given assignments that must be completed prior to beginning the Program.
2. Pre-Program Observation – Each student must spend two days in a school observing teachers in the subject and at the grade level which the student is planning to teach. Each student must complete a reflective journal based on this observation. One observation must be at the high school level, and another at the middle school level.
3. Pre-Program Reading and Writing – Students are required to complete a series of readings that focus on the philosophy of education and a written assignment in response to the readings.

### ***Component 2 – Program Activities***

1. Core Sessions – Large-group workshops/presentations are used to provide the foundations of education and to cover topics that all teachers of all subjects must understand. These presentations focus on areas of teacher preparation that are mandated by state statute or the regulations of the State Department of Education. Educational experts present/facilitate these sessions.
2. Methods Classes – The methods classes are subject-specific and have a strong focus on planning instruction, instructional methodology, classroom management and assessing student learning.

### ***Component 3 – Clinical Experiences***

1. Pre-Program Observation – see “Pre-Program Activities” above.
2. Micro-Teaching – Each student must present mini-lessons in the methods class to practice skills and timing. Some of these exercises are videotaped. Peer and instructor feedback provide guidance for the presenting student. The indicators of the Connecticut Competency Instrument (CCI) are used to evaluate the lessons.
3. Student Teaching – Each student in the ARC Program must complete a combined field experience and student teaching requirement that will take five weeks per the final placement arrangements. The student works with the cooperating teacher in a school district and is observed and evaluated by that teacher and a supervisor from the ARC Program. The time frame for student teaching can be found on pages 3 and 15. Effective July 1, 2010, please note that school districts now require that all student teachers be fingerprinted before student teaching can begin. The ARC student will be responsible for paying for the fingerprinting and background checks, and background checks must be completed within 30 days prior to the student teaching experience. Also note that ARC cannot guarantee that a student teaching placement will be close to the ARC student’s town of residence.

### ***Component 4 – Initial Teaching Position***

Students who successfully complete the ARC Program are eligible to receive a “Temporary 90-Day Certificate” from the State Department of Education once they have secured a teaching position in a public school. The 90-day certificate provides the opportunity for ARC graduates to be employed in a district while receiving additional support to help them make the transition to teaching. The district is required by state regulations to provide “a special plan of supervision” for the ARC-prepared teacher. ARC also provides a coach to help the teacher make the transition and who plays no role in the evaluation of the teacher .

## Program Schedule and Offerings

The table below provides information about when and where the ARC Program is offered and which subjects are taught in each session.

Applicants should note that attendance is carefully monitored during the ARC Program because ARC is so time-condensed. Students can be excused only due to extraordinary circumstances such as serious illness or family emergency. Applicants to the ARC I Summer Program also should note that the Program begins in early June, and students must be prepared to begin the Program on the first day. Applicants to the ARC II Weekend Program should note that five weeks of full-time student teaching and field experience (Monday through Friday) are required of each ARC student.

All applicants should carefully review the Program calendar in this catalog to assure their availability for the entire Program, including the required orientation program.

	<b>ARC I</b>	<b>ARC II</b>
<b>Application Deadlines</b>	January 27, 2012	May 25, 2012
<b>Schedule</b>	June 4 to August 8 Monday-Friday, 8:00 a.m. to 4:00 p.m.*	October 19 to May 11 Three weekends each month Fridays 6:00 to 9:00 p.m. and Saturdays 8:00 a.m. to 4:00 p.m.
<b>Program Location</b>	61 Woodland Street Hartford	61 Woodland Street Hartford
<b>Certification Fields</b> (subject to change)	<b>K-12</b> world languages (Chinese, French, Latin, Spanish) <b>Secondary 7-12</b> English, mathematics, science (biology, chemistry, earth science, general science and physics)	<b>Pre-K-12</b> family and consumer sciences, music, technology education <b>K-12</b> world languages (Arabic, Chinese, French, German, Italian, Japanese, Latin, Spanish, and all other languages) <b>Secondary 7-12</b> English, mathematics, science (biology, chemistry, earth science, general science and physics)
<b>Student Teaching Dates</b>	June 25 – July 27, 2012	March 25 – May 3, 2013**

\*During student teaching: 8:00 a.m. to 4:30 p.m.

\*\*The ARC II field experience/student teaching requirement consists of five full-time weeks within this six-week period. The five-week schedule will be determined by the placement district's April vacation schedule.

It is strongly recommended that ARC I applicants *not* be employed during the duration of the summer Program due to the intensity of the requirements and student teaching. ARC reserves the right to not offer a subject area if there are not sufficient qualified candidates to fill a class.

## Title II – Higher Education Act

Section 207 in Title II of the Higher Education Act, as amended, requires each state receiving funding under the Act to report annually on the quality of teacher preparation in the state. The ARC Program holds a high standard of expectation for all candidates regarding program performance, assessment, and completion in response to Title II requirements. For more information regarding the ARC Program's performance in alignment with Title II standards via reporting that is submitted and maintained by the Connecticut State Department of Education, please visit <https://title2.ed.gov/default.asp>.

## II. Admission Process

### Steps to Admission

- Step 1: Eligibility Review – Review of all applications by ARC central office staff to check for completeness and to assure eligibility both for Program admission and state certification requirements. Incomplete applications will not proceed past Step 1 of the review process.
- Step 2: Evaluation of Application – Analysis and ranking of applications by two Program Specialists, based on ARC’s admission criteria to identify those applicants who should be considered for admission.
- Step 3: Interview – If needed, interviews by Program Specialists to determine those who will be recommended for admission to the Program. Not all qualified applicants will be called for interviews.
- Step 4: Offer of Admission – Letter of admission will be sent by the ARC Program.

### Criteria for Admission

- 1. Eligibility Requirements** – To be eligible to apply, an applicant must have:
  - A minimum of a bachelor’s degree from an accredited institution with a major in, or closely related to, the intended teaching field. Applicants must also meet any specific course requirements for certification in their subject area as established by the State Department of Education (see pages 6-7).
  - A minimum grade point average of “B” (3.0 on a 4.0 scale) in their undergraduate program or the same minimum average in 24 semester hours of graduate study. Waivers may be granted in some extenuating circumstances (see pages 7-8).
  - Passing scores on all sections of the PRAXIS I examinations (reading, writing and math) or a waiver from the State Department of Education based on SAT or ACT or PAA or GRE scores (see pages 8-9 for more information about the Praxis I waiver).
  - World Language applicants may also be required to take the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT) from ACTFL as a requirement for eligibility (see pages 6-7 under “World Language” for more details).
  - Access to email and the internet, as only online applications are considered. In addition, ARC communicates with its students on an ongoing basis chiefly via email.
- 2. Application Requirements**
  - Completed “Application for Admission” – available at [www.ctohe.org/ARCOOnline](http://www.ctohe.org/ARCOOnline).
  - Current resume (sent along with the signature page and application fee via regular mail).
  - Three sealed and current letters of reference along with the reference forms which are part of the online application. Reference letters must be received by ARC in sealed envelopes, and must be original letters with official signatures.
  - Praxis I scores sent directly to ARC from the Educational Testing Service or a copy of the Praxis I waiver approved by the State Department of Education and then sent to ARC by the applicant (see pages 5-6 for more information).
  - OPI and WPT scores for world language applicants, if required (see pages 12-13).
  - College transcripts for undergraduate and any graduate work, sent directly to ARC, 61 Woodland St., Hartford, CT 06105-2326, by the colleges in sealed envelopes. If you have transcripts sent to you and they are in sealed envelopes, you may submit the sealed envelopes to ARC.
  - If your bachelor’s degree, or any other collegiate study, was earned at a school outside of the United States, you will need to have a review of your transcript conducted by an approved agency (see page 9).
  - GPA waiver request, if required, submitted as part of the online application (see pages 7-8).
  - “Experience Working with Youth” waiver request, if required, submitted as part of the online application (see pages 7-8).

3. **Review of Applications** – ARC Program Specialists review the applications of eligible applicants, based on the following admissions criteria:
  - *Academic Strength and Subject Knowledge* – The transcript is reviewed for evidence of the applicant’s academic strength and for breadth, depth and currency of content knowledge. Reference letters also are checked for information about the applicant’s academic strength.
  - *Work Experience* – The application and resume are reviewed for work experience and career development that indicate that the applicant possesses the maturity and drive necessary to succeed in the ARC Program.
  - *Experience Working with Youth* – The application is reviewed for the applicant’s experience working with youth in an ongoing, or ganized activity. This experience can take various forms, such as substitute teaching, coaching, religious education, etc. An applicant may request a waiver of this requirement (see page 8).
  - *Communication* – The application and the applicant’s personal essay are read closely for content and writing skills. The care shown in the completion of the application also is noted.
  - *Personal Attributes and Motivation* – The letters of reference and the personal statement are read with a focus on the potential for the applicant’s success in the Program as well as for success as a teacher .
4. **Interview** – In-person interviews of the highest-rated applicants may be conducted by Program Specialists if additional information is required to make a final decision. Interviews will take place as needed, and not all qualified applicants will be called for an interview .

### **Non-Discrimination Policy**

The Alternate Route to Certification (ARC) Program recognizes and values the inherent worth and dignity of every person and strives to foster tolerance, sensitivity, understanding, and mutual respect among all students and staff. ARC believes that diversity among its students and staff is a critical component in preparing teachers for Connecticut’s schools. Thus, no student in ARC will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of race, color, religious creed, age, gender, marital status, sexual orientation, national origin, ancestry, and/or physical disability.

## **III. Praxis I – Pre-Professional Skills Test**

State law requires that all applicants to teacher preparation programs must pass a test of basic reading, writing and mathematical skills. The Praxis I Pre-Professional Skills Test (PPST) assesses these essential skills and must be passed before an application can be considered by ARC. However, applicants may qualify for a waiver of the PPST exam based on conditions outlined in the “Waivers” section of this catalog on page 9. Note that the following also may be used to fulfill this requirement:

- A passing score on the CONNCEPT exam, or
- A CONNCEPT waiver granted before January 1, 1995, or
- A passing score on the Praxis I CBT exam taken before December 31, 2005.

The CONNCEPT and CBT exams taken after these dates cannot be used. CONNCEPT and Praxis I CBT results may be obtained by contacting the Connecticut Department of Education at [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov).

The PPST exam can be taken in either a computer-based or traditional written format. Thompson ProMetric Learning Center (ProMetric.com) offers the computer-based test, and has locations in Glastonbury (860/633-7236), Hamden (203/287-9677), and Norwalk (203/847-0031). The PPST also is offered in a computer-based format in West Springfield, MA (413/733-2374); Warwick, RI (401/738-9172) and Poughkeepsie, NY (845/471-6949). Call 800/853-6773 to schedule an appointment at any of these locations. The computerized version of the PPST is available six days a week at these sites.

All three exams (reading, writing and mathematics) may be taken at the same time or scheduled separately. The computerized PPST may be taken up to six times in a 12-month period and no more than once per

calendar month. The written format of the PPST is available on six dates throughout the academic year. Registration for the written format may be done online at [www.ets.org/praxis](http://www.ets.org/praxis) or by completing the registration application that accompanies the “Praxis Series Registration Bulletin.” Request the registration bulletin by contacting Educational Testing Service (ETS) at 800/772-9476 or email your request to [praxis@ets.org](mailto:praxis@ets.org).

An application to ARC cannot be considered unless the applicant has passed all sections of the Praxis I or has been granted a waiver by the Connecticut State Department of Education. Applicants must be certain to request on the test application form that the results be sent to both the ARC Program (code RA3007) and the Connecticut State Department of Education (code R7050). Note that it takes on average 2-3 weeks to receive the results of the written portion of the Praxis I, so applicants are encouraged to take the exam well in advance of the ARC application deadline.

The score range for each Praxis I exam is 100-200 points. Passing scores are 171 for mathematics, 172 for reading and 171 for writing. Two helpful resources for preparing for the Praxis I are:

- Free “Test-at-a-Glance” booklets which can be downloaded from ETS at [www.ets.org](http://www.ets.org).
- Handbooks, and/or electronic e-books, for the Pre-Professional Skills Tests in Reading, Writing, and Mathematics may be purchased from the ETS Online Store ([www.ets.org](http://www.ets.org)).

## IV. Subject-Specific Course Requirements for ARC Applicants

In addition to having at least a bachelor’s degree and passing all mandated testing requirements, ARC applicants must meet the following coursework requirements prior to being considered for admission. All courses must be from regionally accredited colleges or universities.

### Secondary School Subjects, Grades 7-12

A subject area major in the appropriate area of study (mathematics, biology, earth science, physics, chemistry, English) OR 30 semester hours of credit in the subject or a closely related subject (except for general science which requires 39 semester hours).

The following areas have specific requirements:

English applicants must present courses in composition, American literature and British or world literature. No more than nine semester hours of credit in the related areas of drama/theatre, speech and/or mass communication may be applied toward the 30 credit hour requirement.

General Science applicants must present a total of 39 semester hours of science credit which includes at least one course in each of the following areas: biology, chemistry, physics and earth science. General science applicants must also have a minimum of 12 credits in at least one of the four science areas.

Mathematics applicants must have earned a minimum of three semester hours of credit in calculus and three semester hours of statistics, or a related course of study.

NOTE: Engineering, accounting and finance majors must present a minimum of 21 semester hours of credit in mathematics courses along with a maximum of nine hours of related courses which can be applied toward the 30 credit requirement. ARC staff determines whether the related courses will be accepted toward the credit requirement.

### Pre-K-12 Family and Consumer Science, Music, Technology Education and K-12 World Languages

Applicants for these specialized areas of study must present a related major in the subject area or a minimum of 30 semester hours of related credit in the subject area.

The following are guidelines to help meet requirements in certain areas:

Music applicants must present a minimum of 30 semester hours of credit in music studies.

World Language applicants who do not have a degree in the language to be taught must have 24 semester hours of college credit in the language(s) if the course of language study began with a

course at the intermediate level. If the course of study began with a course at a level higher than intermediate, only 18 semester hours of college credit in the language are required. If the first courses of language study were at the introductory or elementary level, a total of 30 credits are required.

Applicants who do not have the required credits may be eligible for consideration for admission if they have taken the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT), examinations administered by the American Council on the Teaching of Foreign Languages (ACTFL) and have achieved a score of “advanced-mid” or better. Native speakers of languages other than English often use the OPI and WPT exam results to establish their eligibility for the Program. For more information on the OPI and WPT, see page 12.

The following are specific course requirements for these subjects, and these courses will count toward the 30 semester hour requirement:

*Family and Consumer Science* (FCS) prepares middle and high school students to be healthy members of the family, community, workforce, and global society. Integral components of FCS instruction include child growth and development, consumer behavior, nutrition and wellness, and personal as well as home enhancement. At the high school level, FCS programs equip students with skills for leading productive lives and for pursuing careers in teaching, culinary arts and hospitality, human services, and early childhood education.

As part of the required 30 content credits, ARC applicants need an accredited college or university course in each of the following content areas: 1) nutrition, 2) food preparation, 3) child or human development, 4) personal finance or financial planning, and 5) textile design or interior design or clothing construction. These courses will count toward the 30 credit requirement for admission. An applicant may be admitted to ARC missing courses in up to three of the content areas, but the courses must be passed before the student can complete the ARC Program.

However, a course from a college or occupational school that is not accredited, or life/work experiences might be accepted in lieu of a course requirement for the following areas: 1) food preparation, 2) personal finance or financial planning, and 3) textile design or interior design or clothing construction. Individuals wishing to request a waiver of a content-specific requirement must do so as part of the online application, and the decision on a waiver request rests with the Program Specialists. Note that a course waiver or a life/work experience waiver will not count toward the 30 content credit requirement for ARC admission in this subject.

*Technology Education* prepares students for advanced study in fields of technology. Middle school and high school programs engage students in a variety of technical experiences that foster skills in creative problem-solving, innovation, analysis and teamwork. Instructional topics are typically drawn from the content areas of agricultural and related biotechnologies, construction technologies, engineering and design, energy and power technologies, information and communications technologies, and manufacturing technologies.

ARC applicants for this subject must have passed a college or university course in each of the following strands: 1) communication technologies, 2) engineering or design, and 3) construction or manufacturing technologies. An applicant may be admitted to ARC missing a course in one or two of the strands, but the course(s) must be passed before the student can complete the ARC Program.

## V. Waivers

ARC applicants may petition for waivers of the following three requirements:

- GPA Requirement
- Experience Working with Youth
- Praxis I Pre-Professional Skills Test (PPST)

All information regarding waivers must be on file with the ARC Office by the application deadline.

## **GPA Waiver**

The minimum Grade Point Average (GPA) requirement for ARC at the undergraduate level is a 3.00. If you have successfully completed 24 semester hours or more of graduate study with a cumulative GP A of 3.00 or better, a waiver for the undergraduate GPA requirement is granted automatically. Applicants with GPAs of *less than* 3.00 must submit a request for a waiver of the GP A requirement as part of their online application.

The waiver request must include a brief but detailed account of any limitations or extenuating circumstances which may have hindered academic performance at the under graduate level and why, at this stage, you feel you are qualified to teach your intended subject matter . It also must describe any experience since obtaining a bachelor’s degree that demonstrates your academic ability, content knowledge, and/or your ability to handle a demanding and challenging teacher preparation program.

Applicants with an undergraduate GPA of less than 2.67 must have compelling reasons for a waiver to be granted. If you have less than a 2.67 GPA, you are encouraged to take the PRAXIS II examination in your subject area before applying to the ARC Program to demonstrate that you have the content knowledge and academic ability to handle the program. A passing score on PRAXIS II or ACTFL will strengthen your application.

## **Experience Working with Youth Waiver**

If you do not have relevant experience working with youth in an on-going, or ganized activity (e.g., substitute teaching, tutoring, coaching, leadership of a youth activity such as scouts, etc.), you must submit a request for a waiver of this requirement in which you describe your commitment to teaching and why you believe that you would be a good role model for youth. The waiver request is part of the online application form.

## **Praxis I Pre-Professional Skills Test (PPST) Waiver**

A waiver is an alternative to taking and passing the essential skills test. The waiver application (ED 192) may be accessed at: [www.sde.ct.gov/sde/lib/sde/PDF/Cert/certform/ed\\_192.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/certform/ed_192.pdf).

To verify your eligibility for the Praxis I waiver and begin the waiver application process, request your archived SAT scores from the The College Board at <http://sat.collegeboard.com/scores/send-old-sat-scores>.

Be certain to include the State Department of Education’s score report code number on the form. You will find the number in the directions at the S tate Department of Education’s website. Also, be certain to send the waiver application to the S tate Department of Education and not to ARC. If you find you are not qualified for the Praxis I waiver, please see page 5 about the Praxis I test.

SAT Waiver: A total score of 1,100 or more on the SAT from any test administration on or after April 1, 1995. A total score of 1,000 or more on the SAT, with no less than a score of 400 on either the verbal or the mathematics subtests, from any test administration prior to April 1, 1995, or

ACT Waiver: No less than 22 on the English subtest and no less than 19 on the mathematics subtest on the American College Testing (ACT) program assessment from test administrations on or after October 1989, or the equivalent ACT scores of no less than 20 on the English and 17 on the mathematics, from test administrations prior to October 1989, or

PAA Waiver: A total score on the Prueba de Aptitud Academica (PAA) equivalent to a combined score of 1,000 on the SAT with neither the mathematics nor the verbal subtest score below the equivalent of 400 points. In addition, a minimum score of 510 on the English as a Second Language Achievement Test (ESLAT) or the Test of English as a Foreign Language (TOEFL). A table to provide the SAT equivalency scores for PAA results is included with the waiver form on the Connecticut State Department of Education website.

GRE Waiver: A combined score of 1,000 or more on the Graduate Record Examination (GRE) quantitative and verbal reasoning tests, with no less than a score of 500 in quantitative reasoning and 450 in verbal reasoning, if the GRE was taken prior to October 1, 2002. If the GRE was taken after October 1, 2002, a combined score of 1,000 or more on the GRE

quantitative and verbal reasoning tests, with no less than a score of 500 in quantitative reasoning and 450 in verbal reasoning, plus a minimum analytical writing score of 4.5.

Note that ETS only retains GRE test records for a period of five years. If you took the GRE more than five years preceding your application for the waiver, you must submit an official college transcript that shows the GRE scores or an official copy of the GRE report you have in your possession. Please send any evidence of your GRE scores to the State Department of Education and not to ARC.

## VI. Foreign Credential Review

If you have completed a bachelor's degree, or any collegiate education outside of the United States, your credentials must be evaluated on a course-by-course basis by an agency approved by the Connecticut State Department of Education. The State Department of Education has approved the following agencies:

*Educational Credential Evaluators (ECE):* 414/289-3400; [www.ece.org](http://www.ece.org)

*Global Credential Evaluators:* 800/707-0979; [www.gceus.com](http://www.gceus.com)

*Josef Silny & Associates:* 305/273-1616; [www.jsilny.com](http://www.jsilny.com)

*World Education Services:* 800/937-3895; [www.wes.org](http://www.wes.org)

Request an application for a transcript evaluation. When completing the application, request the "Course-by-Course Evaluation Report." On the application form, direct that one copy of your evaluation be mailed directly to the ARC Program, Office of Financial & Academic Affairs for Higher Education, 61 Woodland Street, Hartford, CT 06105-2326. ARC must receive an official copy directly from the agency.

## VII. Program Costs & Financial Assistance

### Program Costs

The ARC Program is supported mostly by student tuition. Tuition for the 2012-13 ARC Program is \$3,975. Textbooks and other supplies average \$500. A non-refundable application fee of \$75 must accompany the completed application (or a \$50 fee to reactivate an existing file). If an applicant is admitted, a non-refundable deposit of \$500 is required to guarantee a spot in the Program, and this \$500 is deducted from the cost of tuition. The remaining tuition must be paid prior to the start of the Program.

### Veterans Benefits

Connecticut tuition waivers for veterans may not be used to cover the costs of the ARC Program. However, applicants who are eligible for VA education benefits should contact ARC immediately after admission to certify their enrollment with the VA ([www.gibill.va.gov](http://www.gibill.va.gov)).

### Active Duty and Retired Military – TROOPS TO TEACHERS

Troops To Teachers is a federal program that helps eligible military personnel begin new careers as teachers in public schools where their skills, knowledge and experience are most needed. The program provides eligible participants with financial assistance up to \$5,000 to reimburse the costs associated with becoming certified to teach if the participants agree to teach for three years in a school located in a "high-need" district. An additional bonus is available to those who agree to teach for three years in a school that serves a high percentage of students from low-income families. The program also offers job referral and placement assistance.

To learn more about the program, contact New England Troops To Teachers office at 888/463-6488, or at [nnettt@maine.edu](mailto:nnettt@maine.edu). You also may consult the national Troops To Teachers website at [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com).

### Free Application for Federal Student Aid – FAFSA

ARC candidates are not eligible for FAFSA-related financial assistance.

## CHESLA Loans

Loans provided by the Connecticut Higher Education Supplemental Loan Authority are available for accepted ARC candidates to assist with the cost of tuition. Complete information about the CHESLA Loan is available at [www.chesla.org](http://www.chesla.org). Here are some features about this loan:

- Applicants who have been accepted into an ARC 2012 program should apply for the CHESLA loan immediately after receiving their acceptance letter. Please refer to the Key Dates in the back of the ARC catalog to determine when you should begin your CHESLA application.
- Fixed interest rate loan disbursed directly to the ARC Program.
- Interest only payable while student is in the ARC Program and for a six-month grace period after the completion of the ARC Program.
- Fee is limited to a three percent reserve fee, paid from proceeds of the loan.
- A student and co-applicant(s) (if any) must be credit worthy, as determined by a commercial credit report. Credit reports requested by CHESLA are valid for 60 days from the start date of the application.
- A student and co-applicant(s) (if any) must have monthly installment payments amounting to 40 percent or less of monthly gross income.
- A student and co-applicant(s) (if any) must have a minimum of \$20,000 gross annual income. There is no maximum income requirement.
- The ARC Program must certify the student's enrollment and cost of tuition. (After an application is approved for credit worthiness, the loan servicer will send the ARC Program a certification form.)

ARC applicants are not eligible for Stafford loans from the U.S. Department of Education.

## VIII. Testing Requirements for Connecticut Certification

### Praxis II Subject Matter Examinations

Praxis II is one of Connecticut's subject matter tests and is designed to ensure that prospective teachers are knowledgeable in their fields. Connecticut uses the Educational Testing Services (ETS) Praxis II test as its content exam for certification applicants in biology, chemistry, earth science, English, general science, family and consumer sciences, mathematics, music, physics and technology education. There are no waivers or substitute exams for Praxis II.

Some areas of certification require more than one exam. Please see the chart on page 12 to confirm what testing requirements exist for your area/areas of certification. (Applicants seeking certification in any world language are required to take the ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) described on pages 12-13.)

Praxis II is administered seven times during the academic year. ARC applicants are not recommended for certification until all Praxis II exams are passed. Although Praxis II results are not required as part of the admission process, it is strongly recommended that all required exams are taken and passed in a timely manner to assist with securing employment upon completion of the ARC Program.

To register online for the Praxis II exam(s), please visit [www.ets.org/praxis](http://www.ets.org/praxis). You also may call 609/771-7395 to request a registration bulletin and a Praxis II registration form.

**IMPORTANT:** You must have your Praxis II scores sent by ETS to *both* ARC *and* the Connecticut State Department of Education. Use the following codes:

ARC – RA3007  
CT State Department of Education – R7050

### 2011-12 Praxis II Test Dates and Registration Deadlines

Test Date	Registration Deadlines
September 17, 2011	August 18, 2011
November 12, 2011	October 13, 2011
January 14, 2012	December 15, 2011
March 10, 2012	February 9, 2012
April 28, 2012	March 29, 2012
June 9, 2012	May 10, 2012
July 21, 2012	June 21, 2012

#### *Preparation for the Praxis II Examinations*

You may prepare for the Praxis II exam in various ways. Some helpful resources are:

- “Test-At-A-Glance” reviews are available at the ETS website, [www.ets.org](http://www.ets.org). These samples are free and provide test questions and test-taking strategies.
- Individual study guides and kits are available through ETS. These guides and kits include full-length sample tests, test-taking strategies, explanations of correct answers to each question and scoring keys and instructions. You can practice taking a real test. Kits also include a free copy of *General Information and Study Tips*. To order, call 609/771-7243 or order online at [www.ets.org](http://www.ets.org).

Other nationally-distributed study guides may be purchased at larger bookstores which carry preparation guides for standardized tests, including Amazon. Remember to focus on your subject matter. Review college textbooks and other materials related to your field of study.

## Praxis II Exams Required for ARC Certification Offerings

Subject Area/ Test Code	Required Test Name	Passing Score
<b>Biology, 7-12</b> 0235	Biology: Content Knowledge	152
<b>Chemistry, 7-12</b> 0245 0242	Chemistry: Content Knowledge Chemistry: Content Essays	151 140
<b>Earth Science, 7-12</b> 0571	Earth Science: Content Knowledge	157
<b>English, 7-12</b> 0044	English Language, Literature & Composition: Content and Analysis	172
<b>General Science, 7-12</b> 0435 0433	General Science: Content Knowledge General Science: Content Essays	157 145
<b>Family/Consumer Science</b> 0121	Home Economics Education	168
<b>Mathematics, 7-12</b> 0061	Mathematics: Content Knowledge (graphing calculator required)	137
<b>Music, Pre-K-12</b> 0113 0111	Music: Content Knowledge (contains listening section) Music: Concepts & Processes	153 150
<b>Physics, 7-12</b> 0265 0262	Physics: Content Knowledge Physics: Content Essays	141 135
<b>Technology Education, Pre-K-12</b> 0051	Technology Education	166
<b>World Languages</b>	There are no Praxis II examinations in world languages. See the section below for testing requirements for languages. There are no testing requirements for Latin.	Not Applicable

### ACTFL Language Testing

The Connecticut State Department of Education uses exams administered by the American Council on the Teaching of Foreign Languages (ACTFL) to evaluate the proficiencies of world language applicants (Oral Proficiency Interview or OPI and the Writing Proficiency Test or WPT). The OPI is offered in 64 languages while the WPT is offered in 20 languages. A list of available exams may be accessed at [www.languageTesting.com](http://www.languageTesting.com). There are no examinations required for Latin.

OPI assesses an applicant's functional *speaking* ability. It takes the form of a carefully structured conversation between a trained and certified interviewer and the person whose speaking proficiency is being assessed. The interview is interactive and continuously adapts to the speaking ability of the person being tested. It is a face-to-face or telephone interview which lasts 10 to 30 minutes.

WPT assesses an applicant's functional *writing* ability. It requires the examinee to read prompts in English and compose written responses in the target language without the aid of dictionaries or grammar references. The WPT takes the form of a carefully constructed assessment with four requests for written responses dealing with practical, social and professional topics that are encountered in informal and formal

contexts. The examinee is given 90 minutes to read the directions and complete the test. A minimum score of “intermediate high” is required to meet Connecticut certification requirements.

If the OPI and WPT are taken to meet ARC’s entrance requirements for a world language, a minimum score of “advanced-mid” is required on both exams. These scores will provide world language applicants who are native speakers or fluent in a second language the equivalent of 24 semester hours of academic credit, in cases of credit deficiencies. These score results must be submitted by the ARC application deadline. Official results should be reported to ARC by the ACTFL organization.

Candidates who meet the foreign language college credit requirements at the time of application must be prepared to eventually take both the OPI and WPT, but are not required to take these exams by the application deadline. If the OPI and WPT are taken to satisfy the certification requirements for a world language, a minimum score of “intermediate high” is required on both exams.

Applicants pursuing certification in any world language must take and pass both the OPI and the WPT.

If the OPI is needed to meet ARC’s entrance requirements, it must be taken and passed by the application deadline. Registration for the ACTFL exams is done through Language Testing International by phone (914/963-7110, extension 2) or online at [www.languageesting.com/acad\\_ct1.cfm](http://www.languageesting.com/acad_ct1.cfm).

Applicant	OPI	WPT
Native speaker or fluent in foreign language-do not have foreign language college credits	<b><u>Required by ARC deadline</u></b> Advanced-Mid score	<b><u>Required by ARC deadline</u></b> Advanced-Mid score
Major in foreign language	<b><u>Not required by ARC deadline</u></b> Intermediate High score	<b><u>Not required by ARC deadline</u></b> Intermediate High score
18 credits in foreign language (course of study began with level higher than intermediate)	<b><u>Not required by ARC deadline</u></b> Intermediate High score	<b><u>Not required by ARC deadline</u></b> Intermediate High score
24 credits in foreign language (course of study began with intermediate level)	<b><u>Not required by ARC deadline</u></b> Intermediate High score	<b><u>Not required by ARC deadline</u></b> Intermediate High score
30 credits in foreign language course of study began with introductory or elementary level)	<b><u>Not required by ARC deadline</u></b> Intermediate High score	<b><u>Not required by ARC deadline</u></b> Intermediate High score

## IX. Employment upon Completion of ARC

### Temporary 90-Day Certificate

Upon successful completion of the ARC Program, the graduate will receive a “Record of Completion” from ARC. This credential qualifies the ARC graduate for certification in any Connecticut public school pending the passing of the PRAXIS II subject exam(s) or the ACTFL world language exam(s) and the recommendation from the superintendent of the district that will employ the graduate. Once the graduate has the promise of a position, he/she must apply for the “Temporary 90-Day Certificate” from the Connecticut State Department of Education. This certificate will be granted only in the ARC area of study and only if all certification requirements have been met. At the end of the 90-day period, the graduate will be eligible for the Initial Educator Certificate if the district superintendent so recommends.

### Finding a Teaching Position

ARC does not find or guarantee teaching positions for its graduates. However, on average, 70-75 percent of ARC graduates obtain teaching positions within six months of program completion. In most shortage areas, the hiring rate has been 85-90 percent.

Most subjects that ARC offers are considered shortage areas by the Connecticut State Department of Education or have been shortage areas in recent years. Finding a job may be more challenging and could take longer in a non-shortage area. During the past five years, the following subjects have been on the shortage list: English, family and consumer sciences, mathematics, music, science (biology, chemistry, earth science, general science, and physics), technology education, and world languages.

ARC does share via email information about job openings and annually runs a job fair for ARC candidates and graduates.

*Information about Connecticut teaching vacancies:*

- Connecticut Education Association (CEA) – [www.cea.org](http://www.cea.org)
- Connecticut Regional Education Alliance Program (CTREAP) – [www.ctreap.net](http://www.ctreap.net)

### **Support for Beginning ARC-Prepared Teachers**

Each district employing an ARC-prepared teacher is required by state regulations to provide a special program of supervision to support the transition into teaching. The Connecticut Department of Education also provides support programs for new teachers, including the Teacher Education and Mentoring program (TEAM). In addition, ARC provides each of its graduates who so desire with a coach to assist in this transition. The coach is employed by ARC and does not report to the school in any evaluative manner. ARC also offers a series of support seminars for its beginning teachers, and these seminars are focused on issues unique to beginning teachers.

### **Social Security and Teaching in Connecticut**

Connecticut teachers are part of the Connecticut Teacher Retirement System and are not allowed to contribute to Social Security. Connecticut teachers who also are eligible for Social Security benefits may have benefits reduced if they retire under the Connecticut Teacher Retirement System. Consult the Connecticut Teacher Retirement Board website ([www.ct.gov/trb/lib/trb/formsandpubs/ss32001.pdf](http://www.ct.gov/trb/lib/trb/formsandpubs/ss32001.pdf)) for further information. These could be important considerations for individuals leaving job positions covered by Social Security.

## **X. The Application**

You may access the application for ARC admission at: [www.ctohe.org/ARCOOnline/ARCInstructions.shtml](http://www.ctohe.org/ARCOOnline/ARCInstructions.shtml).

Applications can only be submitted electronically. You will be given a login code and password that will allow you to access and/or change your application anytime until you complete and submit it. This site will allow you to monitor ARC's receipt of the required supporting documents (i.e., transcripts, test scores, waivers, resume, and letters of reference).

You will not be notified of missing application items. You can verify the status of your application anytime by logging into your account.

Upon submission of electronic application, candidates must print, sign and mail the "signature page", current resume, and \$75 application fee, payable to "ARC" or "Alternate Route to Certification".

### **Application Deadlines**

- ARC I – 2012 (summer program) – January 27, 2012
- ARC II – 2012-2013 (weekend program) – May 25, 2012

### **Completed Applications**

An application will not be considered eligible for consideration unless it is fully completed and all required documents have been received by ARC. Using their login codes and passwords, applicants must monitor their applications online to be certain that ARC receives all required documents by the application deadline.

## XI. Helpful Resources & Contact Information

### *Information about the ARC Program*

*Alternate Route to Certification*, Office of Financial & Academic Affairs for Higher Education, 61 Woodland Street, Hartford, CT 06105-2326, 860/947-1300, [www.ctohe.org](http://www.ctohe.org); [arc@ctdhe.org](mailto:arc@ctdhe.org)

*Education & Employment Information Center*, Office of Financial & Academic Affairs for Higher Education, 61 Woodland Street, Hartford, CT 06105-2326, 800/842-0229, [www.ctohe.org](http://www.ctohe.org); [edinfo@ctdhe.org](mailto:edinfo@ctdhe.org).

### *Information about teacher certification and other teacher preparation programs*

*Bureau of Certification and Professional Development*, Connecticut State Department of Education, P. O. Box 150471 – Room 243, Hartford, CT 06115-0471, 860/713-6969, [teacher.cert@ct.gov](mailto:teacher.cert@ct.gov). (Responses to emails may take two weeks due to the volume of email the Bureau receives.)

## XII. Key Dates

### ARC I – 2012

*See Praxis II administration dates on page 11.*

- |                                |   |
|--------------------------------|---|
| <b>January 27, 2012</b>        | Application Deadline for the ARC I – 2012 Summer Program (If needed to meet program requirements, all Praxis I PPST and ACTFL OPI/WPT examinations must be taken by this date to be considered for the summer session.) |
| <b>April 9 - 13, 2012</b>      | ARC I Admission Notices mailed  |
| <b>April 26, 2012</b>          | Mandatory ARC I Student Orientation, 6:00 p.m. to 9:00 p.m.   |
| <b>May 15, 2012</b>            | Job Fair for ARC Students, 4:00 p.m. to 7:00 p.m.   |
| <b>June 4 - August 8, 2012</b> | ARC I Summer Session, daily from 8:00 a.m. to 4:00 p.m.*<br>*During student teaching, the daily schedule is 8:00 a.m. to 4:30 p.m. when classes are in session.   |
| <b>June 25 - July 27, 2012</b> | Field Experience/Student Teaching Period, required of all students.   |

### ARC II – 2012-13

*See Praxis II administration dates on page 11.*

- |  |  |
|--|--|
| <b>May 25, 2012</b>                        | Application Deadline for the ARC II – 2011-12 Weekend Program (If needed to meet program requirements, all Praxis I PPST and ACTFL OPI/WPT examinations must be taken by this date to be considered for the weekend program.)  |
| <b>August 27 - 31</b>                      | ARC II Admission Notices mailed  |
| <b>September 20, 2012</b>                  | Mandatory ARC II Student Orientation, 6:00 p.m. to 9:00 p.m.   |
| <b>October 19, 2012 -<br/>May 11, 2013</b> | ARC II Weekend Program, Fridays 6:00 p.m. to 9:00 p.m. and Saturdays from 8:00 a.m. to 4:00 p.m.   |
| <b>March 25 - May 3, 2013</b>              | Field Experience/Student Teaching Period (Five full weeks of student teaching and field experience are required of all ARC students during this period. The exact days of student teaching are dependent on school vacations and religious holidays, and the request of the placement site.) |

**A final note: If all required exams for admission are not passed in time for the official application screening, applications will not be considered at that point. Incomplete applications will also be disqualified.**

**Candidates will not be notified of missing application items. Applicants can monitor the status of their application anytime by logging into their account.**

# Notes

# Office of Financial & Academic Affairs for Higher Education

Jane A. Ciarleglio  
Executive Director

## Alternate Route to Certification

Maria Davoodi, Director  
Teri Nixon, Consultant

*The Alternate Route to*

**Certification**



