ARC Program Catalog

ARC is operated by the Connecticut Office of Higher Education and is approved by the Connecticut State Board of Education to prepare individuals to become certified teachers in Connecticut.

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Mission Statement
Alternate Route to Certification

The mission of the Alternate Route to Certification (ARC) program is to provide a time-condensed pathway to teaching credentials for adults who strongly 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.

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The 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 and believes that diversity among its students and staff is a critical component in preparing teachers for Connecticut’s schools. As such, the ARC program fully complies with all laws and regulations, as outlined in Connecticut General Statutes 46a-51.
I. Overview

Welcome to the Alternate Route to Certification (ARC) program. Focusing on critical teacher shortage areas, ARC prepares talented adult learners to teach in Connecticut schools.

An innovative and challenging program, ARC was created as part of the Education Enhancement Act of 1986. It has been offered since 1988 and is administered by the Connecticut Office of Higher Education. ARC faculty members have extensive experience working in the field as public school teachers, administrators, and professors. ARC is the state’s seventh largest preparer of teachers overall and one of the highest preparers of shortage area candidates in English, Mathematics, Science, and World Languages.

ARC has prepared over 5,000 teachers since the program’s inception. Most current ARC offerings seek to prepare graduates for jobs in critical teacher shortage areas as determined each year by the Connecticut State Department of Education (CSDE). ARC generally offers training* in Secondary Grade 7-12 Business Education, English, Mathematics, the Sciences (Biology, Chemistry, Earth Science, General Science, and Physics), K-12 World Languages, Pre K-12 Family and Consumer Sciences and Technology Education.

ARC candidates bring a wide variety of academic, work, and life experience to classrooms across the state and come from professions such as architecture, medicine, engineering, law, the sciences and business. Many ARC candidates have worked previously as substitute teachers and private school and college tutors. Numerous state and local organizations have recognized ARC graduates for their contributions to the teaching profession. Connecticut’s 2007 Teacher of the Year is an ARC graduate, and since 2007, more than 50 ARC graduates have been named District or Building Teacher of the Year, selected for the Presidential Award in Mathematics and Science, received fellowships, or other honors. Still others have become superintendents, district leaders, and administrators.

*ARC reserves the right to cancel or reschedule training to a later program cycle in any subject area depending on hiring patterns, the number of qualified applicants, and availability of student teaching placements. If a subject area cannot be offered, application fees will be refunded to applicants for that subject area.
II. ARC Dispositions

ARC seeks applicants who strongly reflect its dispositions for teaching. These dispositions* state that effective teachers:

1. Have a passion for teaching that makes them committed to being the best teachers possible.
2. Care about, motivate, and actively engage students in learning in order to create a positive classroom and learning environment.
3. Value and respect the diverse learning needs and cultural backgrounds of students and their families to create a positive learning environment.
4. Understand the differing needs of their students, hold them to high expectations, and differentiate learning to ensure appropriate level of rigor.
5. Have deep knowledge of their content and how to design instruction and use tools and technology to teach it.
6. Collect, interpret, and use student learning data to monitor progress and adjust instruction.
7. Reflect on practice and continuously seek opportunities for professional learning to improve one’s practice.
8. Communicate and collaborate with colleagues, families, and the community to create positive and culturally respective relationships.
9. Understand and demonstrate professional, ethical, and responsible behavior at all times, in accordance to the Connecticut Code of Responsibility for Teachers.

*Adapted from Connecticut’s Educator Preparation Advisory Council (EPAC)

III. ARC Program Components

Students are expected to complete ARC’s four major components:

1. **Pre-Program Activities**
   - Orientation Meeting: Enrolled students must attend a mandatory orientation session. Students will have access to the *ARC Student Handbook* describing policies, student expectations, CSDE certification regulations, and class schedules. Students will also have an opportunity to meet with program staff and faculty, tour the facility, and may receive additional assignments.
   - Technology Assessment: Students complete a self-assessment of previous technology training and knowledge/proficiency in standard computer applications.

2. **Program Activities**
   - Classroom Observation: Students must spend two full days during the regular school year in public schools of their choice observing teachers in their subject area and grade level. Students submit a written journal reflection describing what they observed and learned in their classes. Observations must be conducted in both a middle and high school environment. World Language, Family Consumer Science, and Technology Education candidates may schedule an elementary school observation to fulfill one of the two observations.
• Core Sessions: Highly skilled teachers, administrators, and other experts in the field lead large group presentations to ARC students. The Core Program provides students with a solid educational foundation covering a wide range of topics required of all beginning teachers. These topics include relevant state and federal laws mandated in all teacher preparation programs and cover topics such as: Common Core State Standards, classroom management, differentiated instruction, lesson/unit planning, assessment of student learning, special education and Section 504, English Language Learners and integrating technology in the classroom.

• Methods Classes: Highly experienced subject area teachers and administrators teach these classes. The main focus is teaching ARC students how to plan, assess students, and teach their specific content. Students are expected to apply major concepts learned from Core sessions in their Methods classes. For example, students learn how to plan lessons and develop units in their subject area and receive instruction in various teaching strategies, classroom management, student behavior, and how to analyze and assess student work. Students also have opportunities to micro-teach, which requires students to plan and teach lessons during class in preparation for student teaching. Some of these lessons are videotaped. Students receive feedback from both students and instructors with the rubric that is used during student teaching.

3. Student Practicum

The student practicum experience is the culminating activity in the ARC program and requires the contributions of a team of professionals who work together to provide a practical introduction to teaching. The student practicum placement is assigned by the ARC program and is determined by the candidate’s area of certification and appropriate range of grade levels. The ARC administration makes final decisions about student practicum placements for students.

Please note that all student practicum placements must occur in public schools.

ARC students who are offered employment during their program training by school districts as long-term substitutes or under a Durational Shortage Area Permit (DSAP) issued by CSDE should immediately contact the ARC Office.

Students are placed in a public school district for an eight-week period (40 consecutive days). The purpose of the student practicum is to provide students with an opportunity, under careful supervision, to develop the knowledge, skills, and dispositions necessary to become effective teachers. During the student practicum, a trained cooperating teacher from the school district and an evaluator from the ARC program will evaluate students.

All ARC candidates will be required to submit and pass the edTPA Assessment as required by the State Department of Education certification.
4. **Program Completion and Steps to Certification**

- Students enrolled in ARC are expected to meet all program requirements and policies including, but not limited to, attendance, punctuality, submitting all work assigned by faculty by the established due dates, and successful completion of the student practicum. **In addition, ARC students may be required to complete other program requirements and/or state regulations that may not be in effect at the time of admission. No student will be recommended for certification unless all requirements and obligations are met.**

- Students who successfully complete the ARC program and all state certification requirements including coursework and testing receive a recommendation form from ARC titled “ED 125 – Statement of Preparing Higher Education Institution.” Students who are hired by a public school district for a teaching position that is considered permanent are eligible to receive a “Temporary 90-Day Certificate” from CSDE.

- The Temporary 90-day Certificate allows ARC graduates to be employed in a district while receiving support from the district and ARC. The ARC graduate, following the 90-day period and upon the recommendation from the Superintendent of Schools, receives an Initial Educator Certificate from CSDE, the same certificate awarded to all beginning teachers in Connecticut.

- ARC offers all program graduates a voluntary, non-evaluative instructional coach to assist the new teacher with the first months/year of teaching. The coach has no role in the teacher’s formal evaluation process.

**IV. Admission Requirements**

**Eligibility Requirements for Admission**

1. A minimum of a bachelor’s degree from a regionally accredited institution of higher education with a major in or closely-related major to the intended teaching field OR a satisfactory score on the Praxis II subject area assessment test for which a teaching certificate will be sought.

Note that a score of excellence on the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT) exams administered by the American Council on the Teaching of Foreign Languages (ACTFL) will be accepted in lieu of a subject area major for World Languages. For scores of Excellence, see [here](#). **Applicants who have completed a bachelor’s degree outside the United States must have their credentials evaluated by agencies approved by CSDE as outlined in Section VII.**

Refer to Section V for more information on majors, course requirements, and details about regional accreditation

2. A minimum grade point average (GPA) of “B” (3.0 on a 4.0 scale) in either an undergraduate degree program or at least 24 semester hours of graduate study is required. Applicants may apply for a GPA waiver which may be granted in extenuating circumstances.
3. Official scores on Praxis Core Academic Skills Test (Praxis Core) or evidence of obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following document here. Please note that taking the Praxis Core Academic Skills Test or obtaining a waiver is a requirement for completing the program.

4. Official scores on Praxis II subject area exams or ACTFL exams for World Language applicants are required. Please note that there are no waivers for Praxis II/ACTFL.

5. Demonstration of English proficiency: If you are not a native speaker of English, you may be required to submit evidence of your proficiency in the English language. See here for requirements.

Conditional acceptance may be granted to applicants lacking program prerequisites. All program requirements must be met prior to the completion of the program.

Application Requirements

1. Complete the Application for Admission.

2. Send a current resume with the signature page and a non-refundable application fee via mail.

3. Send three sealed and current letters of reference along with reference forms contained in the online application. Reference letters must be received by ARC in sealed envelopes, and must be original signed letters.

4. Official scores on Praxis Core must be sent directly to ARC from the Educational Testing Service or evidence of obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following document here, by the application deadline.

5. Official Praxis II scores must be sent directly to ARC from the Educational Testing Service by the application deadline. Candidates must achieve a passing score on Praxis II test to be considered for the program.

6. World Language applicants must send their official Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) scores directly to ARC by the application deadline. Candidates must achieve the required scores on ACTFL OPI/WPT tests to be considered for the program.

7. Official college transcripts for undergraduate and graduate work must be sent directly to ARC by all institutions in sealed envelopes. If transcripts are sent to you and are in sealed envelopes, you may submit the sealed envelopes to ARC.

8. If your bachelor’s degree, or any other college credit, was earned at a higher education institution outside of the United States, you will need to have your foreign credentials evaluated by an evaluation service that has been approved by CSDE. Refer to Section VII for additional information.

9. If required, a GPA waiver is submitted as part of the online application. Refer to Section VI for additional information.
Application Review

An Admissions Committee reviews all applications based on the following criteria:

1. **Academic Strength/Content Knowledge Transcript Analysis**: The transcript is reviewed for evidence of the applicant’s academic strength and content knowledge.

2. **Work Experience**: The application and resume are reviewed for professional work and related life experiences to assess the applicant’s real world experiences and how they will enhance their potential for teaching.

3. **Teaching and Other Experiences Involving Youth**: The application is reviewed for the applicant’s experience working with youth in an ongoing, organized activity. These experiences can take various forms, such as substitute teaching, tutoring, paraprofessional roles, coaching, higher education and graduate school assistant instruction, nonpublic school teaching, religious instruction, scouting, or other youth-related activities.

4. **Communication**: The overall presentation of the application and the applicant’s personal essay are reviewed closely for content and writing skills.

5. **Personal References**: The letters of reference are reviewed to assess the applicant’s overall potential for teaching.

ARC Admissions Process

There are four steps to the admissions process.

1. **Eligibility Review**: ARC reviews all applications for completeness and determines if the candidate meets all eligibility requirements. **Incomplete applications are not reviewed.** Applicants are responsible for ensuring all documents for admission are submitted by the application deadline. Applicants should regularly monitor the application process online by logging into their accounts. Applicants may view their status online once they have filed their application and ARC is in receipt of the required application fee and other required documents.

2. **Interview**: ARC conducts interviews for all qualified candidates and may also request additional writing samples from a candidate.

3. **Offer of Admission**: ARC sends formal offers of acceptance with a response due date. In some cases, ARC may place applicants on a waiting list because of limited placements in a specific subject area program. Failure to respond to the letter of acceptance or to submit the initial deposit by the published due dates will result in the forfeiture of the applicant’s admission to the program.
V. Subject Area Course Requirements for Admission

ARC applicants must meet, in addition to other admission criteria, specific subject area course requirements from ARC and CSDE to be eligible for admission. Applicants for all certification areas, with the exception of World Languages, can meet subject course requirements for admission in **one of the following four ways** as documented on official transcripts from regionally accredited institutions:

1. Possess an academic major awarded in the subject area for which a teaching certificate will be sought.

2. Possess 30 credits in the subject area for which a teaching certificate will be sought.

3. Possess a closely-related major approved by CSDE and a minimum of 18 credits awarded from a regionally accredited institution in the specific subject area for which a teaching certificate will be sought.

4. Satisfactory score on Praxis II subject area assessment test for which a teaching certificate will be sought.

**ARC requires that all coursework in the applicant’s subject area for which a teaching certificate will be sought must have a minimum grade of C.** ARC will make the final determination regarding coursework that can be applied towards entrance and CSDE certification requirements through an official transcript assessment as part of the applicant’s application review.

Prerequisite Coursework

**Secondary School Subjects, Grades 7-12:** All prerequisite credits to meet ARC’s eligibility requirements must be awarded by a regionally accredited institution of higher education. Regionally accredited colleges and universities must have their accreditation noted on an official transcript from one of the accrediting agencies listed [here](#).

To validate the regional accreditation status of a college or university, follow the instructions [here](#). ARC does not accept credits from institutions that hold national accreditation.

Several options exist in Connecticut including taking courses at any two- or four-year college or taking online courses. In addition, applicants may take standardized exam(s) at some colleges and have the exam results applied towards credit in lieu of taking required courses. More information from Charter Oak State College is available [here](#).

**Applicants for K-12 World Languages:** Applicants must provide evidence of one of the following as documented on official transcripts:

1. Possess a major in the language for which the teaching certificate will be sought.

2. Applicants in World Language without a major in the language for which a teaching certificate will be sought must have a minimum of 24 credits in the foreign language in which the teaching certificate will be sought.
3. Applicants who do not meet the required amount of credit in the language in which certification will be sought may be eligible for admission if they obtain a score of Excellence on the ACTFL exams. Required score information can be found [here](https://www.languagetesting.com/).

Registration for the ACTFL exams is done through [https://www.languagetesting.com/](https://www.languagetesting.com/). ARC applicants in World Languages must submit a copy of their OPI and WPT test results directly to ARC by the application deadline. There are no examinations required for Latin.

The OPI and WPT exams require a proctor. Candidates who are teaching may request proctoring services from a school district building administrator or supervisor. Sylvan Learning Centers also provide proctoring services. More information can be found [here](https://www.languagetesting.com/).

**Business Education (BE), Family and Consumer Science (FCS) and Technology Education (TE):** Applicants must provide documentation of successfully completing 30 credits of related BE, FCS or TE coursework including one course from an accredited college or university in each of the content areas listed [here](https://www.languagetesting.com/) OR achieve a satisfactory score on Praxis II in the subject area for which a teaching certificate will be sought.

**Course Documentation**

Course descriptions and course syllabi may be requested of applicants if additional information is needed to approve any courses to meet admission requirements. Course descriptions must come from catalogs that were in place at the time of the candidate’s studies and can be sent to ARC via email.

ARC will make the final determination regarding coursework that can be applied towards entrance and CSDE certification requirements upon review of the submitted course descriptions and syllabi. Inquiries may take up to two weeks or longer to process, and decisions concerning eligibility for meeting ARC’s course requirements will be sent to applicants in writing.

**VI. Waivers**

**GPA Waiver**

The minimum GPA requirement for ARC at the undergraduate level is a 3.00 (out of a 4.00 scale). This requirement may be waived if any one of the following conditions is met:

- Successful completion of 24 semester hours or more of graduate study with a cumulative GPA of 3.00 or better. The graduate GPA must be verified by the submission of the official graduate transcript from a regionally accredited college or university.

- Successful completion of Praxis II or ACTFL examinations.

Applicants who do not meet the GPA waiver requirements may provide a brief but detailed account of any limitations or extenuating circumstances that interfered with their academic performance at the undergraduate level. It also must describe any experiences since obtaining a bachelor’s degree demonstrating academic ability, content knowledge, and the ability to meet the demands and challenges of the ARC program. The GPA waiver request is submitted as part of the application.
Praxis Core Waiver

Applicants may not be required to take the Praxis Core if evidence of obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following document here, is provided. The application for the Praxis Core Waiver can be found here.

VII. Foreign Credential Review

Applicants who have completed a bachelor’s degree outside of the United States must have their credentials evaluated by one of the agencies approved by the CSDE listed here.

When completing the application for a transcript evaluation, request a course-by-course evaluation and the calculation of your undergraduate GPA. If other coursework was completed and can be applied towards the ARC application requirements, including the GPA waiver, a similar analysis must be done. The transcript evaluation must state that all degrees and coursework were completed with an institution of higher education that has comparable regional accreditation as described in Section V.

Request that one copy of your transcript evaluation be mailed directly to the ARC program on the application form. ARC must receive an official copy directly from the agency. Transcript evaluation requests may take four to 12 weeks to process and require an official transcript from your undergraduate college or university. Be sure to plan ahead to ensure you meet the application deadline.
VIII. Refunds & Financial Assistance

Program Costs

All program costs including tuition, fees, textbooks and other supplies are outlined in Section XII.

When an applicant is admitted, 1/3 of the tuition is due when the letter of intent is submitted with the balance of the tuition paid in full before the mandatory ARC Orientation. Payments must be submitted in the form of a check. Credit card payments are not accepted. ARC candidates are not eligible for Free Application for Federal Student Aid (FAFSA) related financial assistance or federal Stafford Loans.

Withdrawal and Tuition Refund Policy

Any withdrawal from the program and request for a tuition and fee refund must be submitted in writing to the ARC Director and must adhere to the following program timelines:

- For requests granted prior to the first day of class, 80% of the tuition and technology fee paid, minus the non-refundable tuition deposit will be refunded.

- For requests granted prior to the beginning of the second week of class, 60% of the tuition and technology fee paid, minus the non-refundable tuition deposit will be refunded.

- No refund will be issued after the beginning of the third week of class.

Veteran Benefits

Connecticut tuition waivers for veterans may not be used to cover the costs of the ARC program. However, applicants who are eligible for Veterans Administration (VA) education benefits should contact ARC immediately after admission to certify their enrollment with the VA.

Military Connected candidates accepted into the ARC program will receive $2,750 assistance toward their tuition balance.

The ARC program will not charge VA students a late fee while awaiting tuition and fee funds from the VA. The ARC program may apply fees to VA students with eligibility of less than 100%, prorated to the percentage of charges not covered by VA benefits.

Active Duty and Retired Military – TROOPS TO TEACHERS

Troops to Teachers is a federal program that helps eligible military personnel begin new careers as public school teachers. The program provides eligible participants with financial assistance up to $5,000 to reimburse the costs associated with becoming a certified teacher 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 federal designation of low-income schools approved for Troops to Teachers funding and support includes schools where at least 40% of the children in the school attendance area are from low-income families or at least 40% of enrolled students are from low-income families eligible to
receive federal Title I funds. The proportion of low-income families is most frequently measured by the percent of students receiving free and reduced-price lunch. The program also offers job referral and placement assistance. Visit their website to access state assistance offices and find contact information for advisement.

**RESC MTR Minority Teacher Recruitment**

The Regional Education Service Center Minority Teacher Recruiting (RESC MTR) Alliance was established by the Connecticut General Assembly and is a collaborative of the six Connecticut Regional Education Service Centers and the public districts they serve. With funding from the General Assembly, the RESC MTR Alliance receives allocations as directed from the Connecticut State Department of Education (CSDE). If money is made available, an application will be provided to those accepted into the ARC program.

**CHESLA Loans**

Loans provided by the Connecticut Higher Education Supplemental Loan Authority (CHESLA) are available for admitted ARC candidates. Complete information is available at [www.chesla.org](http://www.chesla.org). ARC applicants seeking CHESLA loans should apply to CHESLA at the same time they apply to ARC. This will ensure that tuition eligibility is known at the time of acceptance into the ARC program.
IX. Employment upon ARC Completion

Temporary 90-Day Certificate

Upon successful completion of the ARC program and fulfillment of all state certification requirements, ARC graduates will receive an “ED 125 – Statement of Preparing Higher Education Institution” recommendation form from ARC. This form qualifies ARC graduates to be hired by any Connecticut public school per the recommendation from the superintendent or designee of the district. **Graduates must be hired for a permanent teaching position (full- or part-time) or a long-term substitute position of at least forty days.** If teaching in a part-time position (less than 50% or .4 or less), graduates must renew their Temporary 90-Day Certificate and serve successfully for another 90 days. Time is prorated to meet the 90-day full-time teaching requirement.

Once graduates complete the formal hiring process, they must apply for the “Temporary 90-Day Certificate” from CSDE. This certificate will be granted only in ARC area(s) of study.

Finding a Teaching Position

The ARC program does not find or guarantee teaching positions for its graduates. ARC shares information about job openings with candidates. School districts often contact ARC to recruit ARC graduates for job openings.

Teacher Vacancies

Some important resources for those seeking teaching positions include the [Connecticut Association of Schools](https://www.cas.org) (CAS), the [Connecticut Education Association](https://www.ctea.org) (CEA), and the [Connecticut Regional Education Alliance Program](https://ctreap.org) (CTREAP).

More information about obtaining certification and applying for teaching positions after ARC is available [here](#).

Support for Beginning ARC-Prepared Teachers

ARC provides voluntary instructional coaching to graduates to assist with their transition to teaching. The coach is employed by ARC, provides non-evaluative support, and does not participate in the district’s formal teacher evaluation process, such as the Teacher Education and Mentoring (TEAM) Program.

Social Security and Teaching in Connecticut

Connecticut teachers are part of the [Connecticut Teacher Retirement System](https://www.ctera.org) and are not allowed to contribute to Social Security. **Connecticut teachers who are eligible for Social Security benefits may have benefits reduced if they retire under the Connecticut Teacher Retirement System.**
X. How to Apply

Go to the ARC Website here for the ARC Application for Admission.

The program application deadline and notification of admission are outlined in section XII.

Applications may only be submitted electronically. Using your email for a log-in code, you will create a password that will allow you to access and/or change your application anytime until it is completed and submitted. 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).

Upon submission of the electronic application, candidates must print, sign, and mail the “signature page.” You may verify the status of your application anytime by logging into your account. You will not be notified of missing application items.

ARC maintains submitted applications and supporting documents for two years for applicants who are not offered admission. Re-applicants are required to re-apply online and follow the instructions in the section for re-applicants. A reapplication fee is required.

Completed Applications

An application will not be reviewed unless it is fully completed and all required documents have been received by the ARC Office by published deadlines. Applicants are responsible for monitoring the status of their applications in the online application system.

Application Checklist

ARC applications must contain the following items:

1. ___Submission of completed online application
2. ___Printed and signed signature page
3. ___Mail to ARC:
   • Signed signature page.
   • Application fee (non-refundable) with check made payable to Treasurer State of CT for first-time applicants.
   • A re-application fee (non-refundable) for re-applicants who reapply within two years of the first application submission date.
   • Current resume.
   • Three sealed and current letters of recommendation on official letterhead and attached to the required reference form.
   • Official Praxis Core scores or evidence of obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following document here. The application for the Praxis Core Waiver can be found here.
   • Official Praxis II subject area exam scores.
   • Official ACTFL OPI and WPT scores for World Language applicants.
   • Official college transcripts for undergraduate and any graduate work in sealed envelopes sent directly from the institutions or the applicant with appropriate seal/authentication.
XI. More Information

Alternate Route to Certification

Office of Higher Education
arc@ctohe.org

Connecticut Teacher Certification

CSDE, Bureau of Educator Standards and Certification
(860) 713-6969
teacher.cert@ct.gov (Responses to emails may take up to two weeks.)

XII. Addendum

ARC Weekend Program Calendar 2020 - 2021

The ARC 2020 program will be held from September 10, 2020 until May 20, 2021. The program runs Saturdays from 8:00 a.m. – 4:00 p.m. When needed, make-up sessions will be held on Friday evenings.

A period of eight weeks (40 days) of full-time practicum is required, which is individually scheduled sometime late winter or springtime.

Key Dates*

June 15, 2020 Applications due.
June 26 – July 17, 2020 Admission notices mailed.
August 3, 2020 Letter of Intent and non-refundable tuition deposit due.
August 28, 2020 Full tuition balance due.
September 10, 2020 Mandatory student orientation, 6:00 – 9:00 p.m.
Between February 1, 2021 and May 7, 2021 Full-time practicum (40 days).
May 20, 2021 Commencement

* These dates may be subject to change.

2020 - 21 Program Costs

A non-refundable application fee of $125 must accompany the completed application. If a candidate is reapplying to the program, there is a $100 fee to reactivate an existing file.

Tuition is $5,500.00 for the program. A non-refundable deposit of one-third (1/3) of the tuition, $1,650.00, is due upon acceptance into the program. The balance of the tuition and fees is due by September 1. If the program does not run due to low enrollment, all monies paid will be refunded.

Textbooks and other supplies average $300 to $500 depending on content subject area.
**Practicum:** The cost of student practicum is included in the tuition for the program. If a student fails the practicum, does not complete 40-days, or leaves the practicum without prior approval, the practicum will be considered incomplete. **The cost to repeat the student practicum, if granted, is $800** and will be due before arrangements will be made for the placement during the following fall.

**Refunds:** The withdrawal and refund policies are outlined in the ARC Catalog under “Tuition Refunds.”

**Passing Scores:** Please see the following document [here](#) for minimum Praxis II scores and minimum ACTFL scores. Passing scores must be obtained before arrangements will be made for the practicum or before a Durational Shortage Area Permit (DSAP) will be approved. Applicants are expected to check with the CSDE regularly to determine the most recent scores, which are subject to change.