

# ARC

## ALTERNATE ROUTE TO CERTIFICATION

### 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.

[www.ctohe.org/arc](http://www.ctohe.org/arc)

[www.teachconnecticut.org](http://www.teachconnecticut.org)

[arc@ctohe.org](mailto:arc@ctohe.org)

## Table of Contents

I. Overview .....	1
II. ARC Dispositions.....	2
III. ARC Program Components .....	3
IV. Admission Requirements.....	5
V. Subject Area Requirements for Admission.....	7
VI. Foreign Credential Review .....	7
VII. Refunds & Financial Assistance.....	8
VIII. How to Apply.....	9
IX. More Information.....	10
X. Addendum.....	10

### **Mission Statement Alternate Route to Certification**

The mission of the Alternate Route to Certification (ARC) program is to provide a hybrid accelerated 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.

Office of Higher Education  
450 Columbus Boulevard  
Suite 707  
Hartford, CT 06103

[www.ctohe.org/arc](http://www.ctohe.org/arc)  
[www.teachconnecticut.org](http://www.teachconnecticut.org)

*Melissa Sieffert, Director*  
*Rachael Bernier, Senior Associate*  
*Winnie Dao, Senior Consultant*

*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 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, Music 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 practicum placements. If a subject area cannot be offered, application fees will be refunded to applicants for that subject area.

## II. ARC Dispositions

“The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professionalism. Therefore, the teacher accepts both the public trust and the responsibilities to practice the profession according to the highest possible degree of ethical conduct and standards. Such responsibilities include the commitment to the students, the teaching profession, and the community.” -[Connecticut Code of Responsibility for Teachers](#)

ARC students:

1. Demonstrate a passion for teaching and learning that fosters commitment to lifelong learning through ongoing reflection of practice.
2. Care for, 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 while holding high expectations and an appropriate level of rigor.
4. Use deep knowledge of content and apply it to planning, instruction and assessment.
5. Understand and demonstrate professional, ethical, and responsible behavior at all times with students, families, colleagues, school administration, the community and the ARC program, in accordance to the Connecticut Code of Responsibility for Teachers.

Teachers, and therefore teacher students, are held to a high standard and expected to act as a professional with instructors, administrators, parents, students, and the community. Failure to meet this criterion will result in dismissal from the program.

Section 10-145d-11 of the Regulations of Connecticut State Agencies, Standards and Procedures for the Approval of Connecticut Educator Preparation Programs, requires that institutions and schools of education ensure that prospective teacher students meet the following competencies when admitting, preparing and recommending for certification:

- Demonstrate knowledge of the [Connecticut Code of Professional Responsibility for Teachers](#);
- Demonstrate current Connecticut licensure competencies as defined in Sections 10-145d-400 through 10-145d-619, inclusive, of the Regulations of Connecticut State Agencies, the Common Core of Teaching, and the Connecticut Content Specific Standards for Teachers; and
- Have the qualities of character and personal fitness for teaching.

### III. ARC Program Components

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

1. **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.
2. **Core Course:** Highly skilled teachers, administrators, and other experts in the field instruct ARC students on the foundations of teaching while modeling various teaching strategies. The curriculum includes relevant state and federal laws mandated in all teacher preparation programs and covers 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.
3. **Methods Course:** Highly experienced subject area teachers and administrators teach ARC students how to plan, assess students, and teach their specific content. This includes how to plan lessons in their subject area and receive instruction in various teaching strategies, classroom management, student behavior, and how to analyze and assess student work. Students are required to complete reflective commentary (modeled after edTPA) and develop, plan and instruct micro-teaching lessons to practice key concepts.
4. **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:

- All student practicum placements must occur in CT 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. Passing Praxis or ACTFL scores must be obtained before arrangements will be made for the practicum or before a Durational Shortage Area Permit (DSAP) will be approved.
- The practicum is 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 Connecticut State Department of Education.

## Program Completion and Employment upon ARC Completion

1. Students enrolled in ARC must 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.**
2. 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.” This form qualifies ARC graduates to be hired by any Connecticut public school per the recommendation from the superintendent or designee of the district.

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. **Graduates must be hired for a permanent teaching position (full- or part-time) or a long-term substitute position of at least ninety-days in their ARC area of study.** 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.

3. 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.
4. 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.

## 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 \(CAS\)](#), the [Connecticut Education Association \(CEA\)](#), and the [Connecticut Regional Education Alliance Program \(CTREAP\)](#).

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

## 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 are eligible for Social Security benefits may have benefits reduced if they retire under the Connecticut Teacher Retirement System.**

## IV. Admission Requirements

### Eligibility Requirements for Admission

1. **Degree Requirement:**

Bachelor's Degree or higher from a [regionally accredited institution of higher education](#) and a passing score on the respective PII test or ACTFL OPI and WPT tests. Applicants with a bachelor's degree earned outside of the U.S. must have their credentials evaluated by agencies approved by the Connecticut State Department of Education.

2. **GPA Requirement**

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. If applicants do not meet these requirements, they must apply for a GPA waiver for consideration as part of the online application.

3. **Testing Requirement**

**Praxis Core Academic Skills Test:** Official passing scores on Praxis Core (reading 156, writing 162, math 150) are required. Praxis Core waivers are available based on obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following [document](#). The application for the Praxis Core Waiver can be found [here](#). Include **code 3007** to have scores sent electronically to ARC.

**Praxis II Subject Area Test/ACTFL:** Official passing scores on Praxis II test for all certification areas except World Language are required. Include **code 3007** to have scores sent electronically to ARC.

World Language applicants, official passing scores on ACTF (OPI & WPT). Refer to Section V for more information.

**Please note that there are no waivers for Praxis II/ACTFL.**

### 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 passing 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, by the application deadline. Information can be found [here](#).
5. Official passing Praxis II scores must be sent directly to ARC **from** the Educational Testing Service by the application deadline. Information can be found [here](#).
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 or electronically. 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 VI for additional information.
9. If required, a GPA waiver is submitted as part of the online application.

## **ARC Application Review and Admissions Process**

An Admissions Committee reviews all applications based on:

1. Academic Strength/Content Knowledge Transcript Analysis:
2. Work Experience
3. Teaching and Other Experiences Involving Youth
4. Communication
5. Personal References
6. Required Testing

### **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 monitoring the application process online by logging into their account. Applicants may view their status online once they have submitted 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 evidence of English language 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.
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 Requirements for Admission

ARC applicants must meet all admission criteria to be eligible for acceptance. Applicants must have successfully completed an undergraduate degree at a regionally accredited institution of higher education and have achieved a passing score on the respective PII content assessment test by the application deadline. World Language applicants, see below for admission criteria information.

Applicants who have a major or closely-related major in the intended teaching certificate being sought that have taken but have not passed their respective PII test by the application deadline will be reviewed on a case-by-case basis.

### **World Language Applicants:**

ARC applicants must meet all admission criteria to be eligible for acceptance. Applicants must have successfully completed an undergraduate degree at a regionally accredited institution of higher education and have achieved the required scores on the ACTFL OPI and WPT by the application deadline.

Applicants who majored in the language for which a teaching certificate will be sought but have not taken and passed their respective OPI and WPT tests by the application deadline will be reviewed on a case-by-case basis.

Required ACTFL OPI and WPT score information can be found [here](#).

Registration for the ACTFL exams is done through [Language Testing](#). 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](#).

## VI. 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.

## VII. 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 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 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 [here](#). **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.

## **VIII. 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.**

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

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.

### **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](#). The application for the Praxis Core Waiver can be found [here](#).
- Official Praxis II subject area exam scores. Information can be found [here](#).
- 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. Official transcripts can also be received electronically.

**ARC Office Mailing Address:**

Office of Higher Education  
 Alternate Route to Certification  
 450 Columbus Blvd., Suite 707  
 Hartford, CT 06103

**IX. More Information**

**Alternate Route to Certification**

[Office of Higher Education](#)  
[arc@ctohe.org](mailto:arc@ctohe.org)

TEACH Connecticut – [www.teachconnecticut.org](http://www.teachconnecticut.org)

**Connecticut Teacher Certification**

[CSDE, CT State Department of Education - Bureau of Educator Standards and Certification](#)  
 (860) 713-6969  
[teacher.cert@ct.gov](mailto:teacher.cert@ct.gov) (Responses to emails may take up to two weeks.)

**X. Addendum**

**ARC Program Calendar 2021 - 2022**

The ARC 2021 hybrid program will be held from September 9, 2021 – May 26, 2022. The hybrid class schedule will be as follows:

Online classes will be held two weekday evenings - 6PM – 9PM

In person classes will be held at Goodwin University on two Saturdays a month – 8AM – 4PM

A period of eight weeks (40 days) of full-time practicum is required, which is individually scheduled to occur in late winter or spring.

**Key Dates\***

May 15, 2021	Applications due.
June 11, 2021	Final deadline for official passing Praxis II Subject Area/ACTFL test.**
June 21 – July 21, 2021	Admission notices mailed.
August 6, 2021	Letter of Intent and non-refundable tuition deposit due.
August 22, 2021	Full tuition balance due.
September 9, 2021	Mandatory student orientation, 6:00 – 9:00 p.m.
Between February 1, 2022 and May 6, 2022	Full-time practicum (40 days).
May 26, 2022	Commencement

\* These dates may be subject to change.

\*\*ARC will accept official passing Praxis II Subject Area/ACTFL test scores through June 11, 2021. All other application documents including passing Praxis Core Scores must be received by the application deadline of May 15, 2021. Applications will not be reviewed until complete.

**2021-22 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 August 22, 2021. 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.”