

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