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.
Mission Statement

Alternate Route to Certification

The mission of the Alternate Route to Certification 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.
**I. Overview**

Welcome to the Alternate Route to Certification (ARC) program. ARC prepares talented, midcareer adults who possess strong content knowledge 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 have extensive experience working in the field as public school teachers, administrators and professors. ARC is the state’s sixth largest preparer of teachers and one of the highest preparers of shortage area candidates in STEM and World Language fields.

ARC has prepared over 5,000 teachers since the program’s inception. Many 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). Based on these annual designations ARC generally offers training in Secondary Grade 7-12 English, Mathematics, the Sciences (Biology, Chemistry, Earth Science, General Science, and Physics) K-12 World Languages, Pre K-12 Family and Consumer Sciences, Technology Education and Music.

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. 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 generally offers certification training in the following fields based on enrollment, critical shortage areas and school district needs.

- **K-12 World Languages** (French, Spanish, and other languages that have become more common in Connecticut including Arabic and Mandarin Chinese). All languages are eligible for review. Acceptance will be based on current needs, and availability of student teaching placements.
- **Secondary Grades 7-12**: English, Mathematics and Science (Biology, Chemistry, Earth Science, General Science, and Physics).
- **PreK-12 Family and Consumer Science, Music and Technology Education**

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 those applicants for that subject area.

Given its condensed schedule, the ARC program is very demanding. Attendance at all sessions is mandatory to ensure that all program and certification requirements are met.
Please be advised that Connecticut teachers are part of the Connecticut Teacher Retirement System and are not allowed to contribute to Social Security. This could be an important consideration for individuals leaving job positions covered by Social Security.

II. ARC Student Teaching

The student teaching 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 teaching 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 teaching placements for students.

Please note that all student teaching 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.

III. ARC Dispositions

ARC seeks applicants who strongly reflect its six 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. Believe that all children can learn and thus a quality education should be accessible to all children.
3. Possess a positive, caring attitude towards all children and recognize that children learn in many different ways.
4. Respect and appreciate diversity among their students, colleagues and the community at large.
5. Are committed to their own continued learning so that they can become even more effective teachers.
6. Believe that educators must be committed to and exhibit the highest levels of moral and ethical behavior.

IV. Admission Requirements

Eligibility Requirements for Admission

1. A minimum of a bachelor’s degree from a regionally accredited\(^1\) institution of higher education with a major in, or closely related major to, the intended teaching field is

\(^1\) Regionally accredited colleges and universities must have their accreditation noted on an official transcript from one of the following accrediting agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and the Western Association of
required. Applicants must meet specific course requirements for certification in their subject area as established by ARC and CSDE. Refer to Section VII for more information on majors, course requirements and details about regional accreditation. **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 IX.**

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. Passing scores on all sections of the Praxis Core Academic Skills Tests (Praxis I) in Reading, Writing and Mathematics or a waiver from CSDE based on SAT, ACT, PAA or GRE scores are required.

4. Passing scores on Praxis II subject area exams or American Council on the Teaching of Foreign Languages (ACTFL) exams for World Language applicants are required. **Please note that taking Praxis II or ACTFL is a requirement for admission.**

5. Access to email and the internet as only online applications are reviewed.

6. 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. Passing scores on the Praxis Core Academic Skills Tests or a copy of the Praxis waiver approved by CSDE must be sent directly to ARC from the Educational Testing Service. The applicant is responsible for sending a copy of the approved waiver to ARC.

5. Praxis II scores must be sent directly to ARC from the Educational Testing Service by the application deadline.

6. World Language applicants must send their Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) scores directly to ARC by the application deadline.

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Schools and Colleges. 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.
7. 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 IX for additional information.

9. If required, a GPA waiver is submitted as part of the online application. Refer to Section VIII 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 monitor the application process online and contact the ARC Office with any questions regarding ARC’s receipt of required documents prior to the application deadline. Applicants may view their status online once the applicant has filed their application, and ARC is in receipt of the required application fee and other required documents.
2. Evaluation of Application: ARC analyzes and scores applications based on admission criteria and determines which applicants best meet the admission criteria.

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

4. Offer of Admission: ARC sends formal offers of acceptance with a response date due from candidates. In some cases, ARC may place applicants on a waiting list due to limited placements in a specific subject area program. Failure to respond to the letter of acceptance, or submission of the initial deposit by the published due dates, will forfeit the applicant’s participation in the program.

V. 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 approximately one month before the ARC program’s start date. Students will receive a Student Handbook describing policies, student expectations, CSDE certification regulations and class schedules. Candidates also have an opportunity to meet with program staff and faculty, tour the facility, and receive their first assignments which are due by the first day of the program session.

   • Pre-Program Observation: Students must spend two full days in 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, Music, Family Consumer Science and Technology Education candidates may schedule an elementary school observation to fulfill one of the two observations.

   • Pre-Program Reading and Writing Assignments: Students are required to submit a writing assignment based on selected readings on philosophies of education.

   • Technology Assessment and Assignment: Students complete a self-assessment of previous technology training and knowledge/proficiency in standard computer applications. In addition, students submit a paper which identifies useful technology resources by subject area, and describes how to integrate these resources into the classroom.

2. Program Activities

   • Core Program: 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 other areas 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 and students receive feedback from both students and instructors with the rubric that is used during student teaching.

3. Student Teaching

Student teaching is the culminating experience of the ARC program. Students are placed in a public school district for a five-week period (25 consecutive days). The purpose of student teaching is to provide students with an opportunity, under careful supervision, to develop the knowledge, skills and dispositions necessary to become an effective teacher. During student teaching, a trained cooperating teacher from the school district and an evaluator from the ARC program will evaluate students.

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 student teaching. 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.

VI. Application & Entrance Examination Requirements

Praxis Core Academic Skills Tests for Educators

CSDE requires that all applicants to teacher preparation programs must pass a test of basic Reading, Writing, and Mathematical skills. The Praxis Core Academic Skills Tests assess these essential skills which must be passed before an application can be considered by ARC. Applicants may, however, qualify for a waiver of the Praxis Core Tests.

An application to ARC cannot be considered unless the applicant has passed all sections of the Praxis Core Academic Skills Tests or has been granted an approved waiver by CSDE. Applicants must be certain to request that the results be sent to both the ARC program (code RA3007) and CSDE (code R7050). Note that it may take two to three weeks to receive the Praxis Core Test results. Applicants are encouraged to take the exam well in advance of the ARC application deadline.

The Praxis Core Academic Skills test replaces the previous Praxis Pre-Professional Skills Test (PPST). For applicants who have taken the PPST, passing scores on all three sections of this test will be accepted, provided that all three sections where taken and passed between January 1, 2002 and August 31, 2014. If you passed some subsections of the PPST, but did not pass all three, you will not need to re-take the Core tests that correspond to the sections of the PPST that you passed. CSDE will accept a mix of passing scores on the Praxis I PPST and the Core Academic Skills Test in reading writing and mathematics until September 1, 2016. Please refer to the Guide to Assessments for Educator Certification in Connecticut, Transition to Newly Adopted Tests, http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/guides/assess_for_cert.pdf for more information.

Praxis Subject Matter Examinations (Praxis II)

CSDE requires the passage of Educational Testing Services (ETS) Praxis II Subject Matter Examinations to ensure that prospective teachers have timely and relevant content knowledge in their certification area. Praxis II exams are required for applicants seeking certification in Biology, Chemistry, Earth Science, English, General Science, Mathematics, Physics, Music, Technology Education and Family Consumer Science. There are no waivers or substitute exams for Praxis II. Applicants seeking certification in a World Language are required to take the ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT).

Acceptance and enrollment in ARC requires passing the required Praxis II subject matter exam in the applicant’s area of certification. It is important to plan accordingly to ensure you have taken the required exam prior to the application deadline. Applications require the score report by the application deadline.

Applicants must be certain to request that Praxis II results be sent to both the ARC program (code RA3007) and CSDE (code R7050). Note that it may take two to three weeks to receive
Praxis II results. Applicants are encouraged to take the exam well in advance of the ARC application deadline.

Click [http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/guides/assess_for_cert.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/guides/assess_for_cert.pdf) for more information about the required CSDE Praxis Core Academic Skills Tests and Praxis II exams, including preparation, registration, and test locations, and see the link for assessments.

**VII. 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 three 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 and a minimum of 9 credits in a subject or subjects related to the subject area for which a teaching certificate will be sought.

   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.

3. **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.

**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 ARC prerequisite requirements, ARC applicants to FCS 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 credit requirement for admission.

**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. Applicants for
Technology Education have typically come from professional fields related to agricultural and other biotechnologies, construction and manufacturing, engineering and design, energy and power, and information and communications technologies.

In addition to meeting the academic degree and major requirements described earlier, ARC applicants for this subject must complete a college or university course in each of the following areas: 1) communication technologies, 2) engineering or design, and 3) construction or manufacturing technologies.

**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. Several options exist in Connecticut including taking courses at any two- or four-year college or taking online courses such as those offered by Charter Oak State College.

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. An example of standardized testing/credit registry services is one provided by Charter Oak State College which offers exams by various testing programs (e.g. College Level Examination Program, CLEP). Upon completion of all standardized exams, candidates may request a transcript analysis via the College’s Teacher Credit Registry service. An official transcript will then be sent to ARC to confirm the completion of prerequisite credits. More information is available [http://www.charteroak.edu/current/academics/earningcredits/exam/](http://www.charteroak.edu/current/academics/earningcredits/exam/).

**Applicants for K-12 World Languages must meet admission requirements in one of the following three ways as documented on official transcripts from regionally accredited institutions:**

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 related credit may be eligible for admission if they have taken the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT) exams administered by the American Council on the Teaching of Foreign Languages (ACTFL). The minimum score required for full credit equivalency is “advanced-high” or greater on both exams.
**ACTFL Assessments – World Languages**

<table>
<thead>
<tr>
<th>Applicant Credentials</th>
<th>OPI Overview Required by ARC Application Deadline</th>
<th>WPT Overview Required by ARC Application Deadline</th>
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</table>
| Fluent in foreign language without foreign language college credits | Advanced High score for French, German, Italian, Spanish, or Portuguese  
Advanced-Med score for Russian, Mandarin Chinese, and other languages | Advanced High score for French, German, Italian, Spanish, or Portuguese  
Advanced-Med score for Russian, Mandarin Chinese, and other languages |
| With a foreign language major or 24-credits in foreign language | Advanced Low score for French, German, Italian, Spanish, or Portuguese  
Intermediate High score for Russian, Mandarin Chinese, and other languages | Advanced Low score for French, German, Italian, Spanish, or Portuguese  
Intermediate High score for Russian, Mandarin Chinese, and other languages |

To meet eligibility requirements, ARC applicants pursuing certification in a World Language must take and pass **both** the OPI and WPT exams with the required scores by the ARC application deadline. Native speakers of languages other than English often use the OPI and WPT exam results to establish their eligibility for the ARC program.

Registration for the ACTFL exams is done through [Language Testing International](#). 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. OPI and WPT exams are available at these Sylvan locations:
Course descriptions and course syllabi may be requested of applicants if additional information is needed to approve any courses to meet admission requirements. Applicants also are encouraged to submit course descriptions and syllabi if they have previous coursework that meets ARC prerequisites. 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:

1. An electronic link to a campus’ archived catalog
2. An email attachment
3. Paper copies mailed or faxed directly to the ARC Office

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.

Cross Endorsement Information

ARC provides information to applicants, upon acceptance into the program, regarding procedures for obtaining cross endorsement (i.e. additional teaching certificates in a different subject area) from CSDE. Please note that CSDE is responsible for reviewing all applicable course work and determining eligibility for cross endorsements in other subject areas, grade levels, or in administrative fields. Applicants are advised to consult CSDE for information about current cross endorsement at [http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321230](http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=321230).

VIII. Waivers

Applicants may petition for waivers for a grade point average (GPA) and Praxis Core Academic Skills Tests. All information regarding waivers must be on file with the ARC Office by the application deadline. Waivers are requested during the online application.

GPA Waiver

The minimum GPA requirement for ARC at the undergraduate level is a 3.00 (out of a 4.00 scale). If you do not meet the undergraduate GPA requirement but have successfully completed 24 semester hours or more of graduate study with a cumulative GPA of 3.00 or better, a waiver
for the undergraduate GPA requirement is granted automatically. The graduate GPA must be verified by the submission of the official graduate transcript from a regionally accredited college or university. Applicants who do not meet the GPA requirements either at the undergraduate or graduate levels must submit a request for a waiver of the GPA during their online application.

The waiver request must include a brief but detailed account of any limitations or extenuating circumstances which interfered with the applicant’s academic performance at the undergraduate level. It also must describe any experience since obtaining a bachelor’s degree that demonstrates academic ability, content knowledge, and/or ability to meet the demands and challenges of the ARC program.

Praxis Core Academic Skills Test Waiver


To verify your eligibility the waiver and initiate the waiver application, request your archived SAT scores from The College Board. Be certain to include on the form CSDE’s Program Code #3132, and send the waiver application to CSDE (not to ARC).

IX. 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 following agencies approved by CSDE.

ARC will accept evaluations only completed by these agencies:

- Educational Credential Evaluators (ECE): (414)289-3400
- Global Credential Evaluators: (512)528-0908
- Josef Silny & Associates: (305)273-1616
- World Education Services: (212) 966-6311 or (800)937-3895

When completing the application for a transcript evaluation, request a course-by-course evaluation and the calculation of your undergraduate GPA. If other courses or graduate level coursework also have been taken 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 VI.

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.
X. Costs & Financial Assistance

Program Costs

All program costs including tuition, fees, textbooks and other supplies are outlined in a separate addendum.

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 refund must be submitted in writing to the ARC Dean and must adhere to the following program timelines:

- For requests granted prior to the first day of class, 80 percent of the tuition paid, minus the 1/3 non-refundable tuition deposit will be refunded.
- For requests granted prior to the beginning of the second week of class, 60 percent of the tuition paid, minus the 1/3 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.

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 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 federal designation of low-income schools approved for Troops to Teachers funding and support includes schools where at least 40 percent of the children in the school attendance area are from low-income families or at least 40 percent of the student enrollment are from low-income families are 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. To learn more, go to www.ProudToServeAgain.com, where you can access state assistance offices and contact information for advisement.
RESC MTR Minority Teacher Recruitment

The Regional Education Service Center Minority Teacher Recruiting (RESC MTR) Alliance was established by Statute of the state of 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 State Department of Education. They can be reached at website: http://www.crecnow.info/RESCMTR/index.php?option=com_content&view=article&id=90&Itemid=157 or 203-365-8827.

MTIP

The Minority Teacher Incentive Program (MTIP) may award up to $2,500 to eligible minority students accepted into the ARC program. An application for this program will be provided in a student’s acceptance packet.

CHESLA Loans

Loans provided by the Connecticut Higher Education Supplemental Loan Authority (CHESLA) are available for accepted ARC candidates. Loan certification is limited to the cost of tuition, books, and/or any other training fees for the Praxis II or ACTFL exams. Complete information is available at www.chesla.org. ARC applicants selecting CHESLA loans should apply to CHESLA at the same time when applying to ARC. This will ensure that your tuition eligibility is known at the time of your potential acceptance into the ARC program.

XI. Employment upon ARC Completion

Temporary 90-Day Certificate

The ARC graduate, upon successful completion of the ARC program and all state certification requirements, will receive an “ED 125 – Statement of Preparing Higher Education Institution” recommendation form from ARC. This form qualifies the ARC graduate to be hired by any Connecticut public school per the recommendation from the Superintendent or designee of the district. The graduate must be hired for a permanent teaching position (full- or part-time), and not be considered a substitute teacher. Once the graduate completes the formal hiring process, he/she must apply for the “Temporary 90-Day Certificate” from CSDE. This certificate will be granted only in ARC area(s) of study.

ARC graduates who are hired for long-term substitution positions should contact ARC immediately to discuss eligibility for a Temporary 90-day Certificate. At the end of the 90-day period, the graduate will be eligible for the Initial Educator Certificate upon recommendation from the school Superintendent or designee. If teaching in a part-time position (less than 50% or .4 or less), the graduate must renew his/her Temporary 90-Day Certificate and serve successfully for another 90 days. Time is prorated to meet the 90-day full-time teaching requirement.
Finding a Teaching Position

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

Teacher Vacancies

Connecticut Education Association (CEA)
Connecticut Regional Education Alliance Program (CTREAP)
More information about obtaining certification and applying for teaching positions after ARC is available http://www.ctohe.org/ARC/Certification.shtml.

Support for Beginning ARC-Prepared Teachers

All new teachers must participate in the TEAM (Teacher Education and Mentoring) Program. TEAM is administered by CSDE and the Regional Education Service Centers (RESCs), and involves personalized mentoring and written modules. ARC also 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.

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. These could be important considerations for individuals leaving job positions covered by Social Security.

XII. How to Apply

Go to the ARC Website http://www.ctohe.org/ARCOntline for the ARC application for admission.

The program application deadline and notification of admission is outlined in the calendar addendum.

Applications may 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 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. ARC does allow candidates to re-apply for program admission
within two years of the original submission of their ARC application. Re-applicants are required to re-apply online and follow the instructions in that section specific for re-applicants and submission of the reapplication fee.

**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. For admission and enrollment purposes, applicants must either have taken Praxis II or ACTFL exam by the application deadline. Please note that passing Praxis II or ACTFL is a requirement for completing the ARC Program and for teacher certification by CSDE. **Applicants are responsible for monitoring the status of their applications in the online application system using their login code and password.**

**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 ARC for first-time applicants
   - 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
   - Praxis Core Academic Skills Tests or verification that the Praxis Core Test waiver has been approved and issued by CSDE
   - Praxis II subject area passing exam results
   - ACTFL OPI and WPT passing 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

**XIII. More Information**

Office of Higher Education  (860)947-1300
arc@ctohe.org

Connecticut Teacher Certification
CSDE, Bureau of Educator Standards and Certification  (860)713-6969 – see website for availability of phone hours for CSDE Consultants.
teacher.cert@ct.gov – responses to emails may take up to two weeks.
XIV. 2016-17 Calendar & Program Costs

ARC II (Weekend) Program Calendar 2016

The 2016-17 ARC II program will be held from September 17, 2016 until May 19, 2017. The program runs Friday evenings from 6:00 p.m. - 9:00 p.m. and on Saturdays from 8:00 a.m. - 4:00 p.m., typically three (3) weekends per month.

A period of five weeks (25 days) of full-time student teaching are required which is scheduled from February through April, 2017.

The current ARC offerings seek to prepare graduates for jobs in critical shortage areas as determined each year by the Connecticut State Department of Education (CSDE).

2016-17 Key Dates

- May 13, 2016: Applications due
- June 17, 2016: Admission Notices mailed
- July 15, 2016: Letter of Intent and non-refundable tuition deposit due
- September 7, 2016: Mandatory Student Orientation, 6:00 – 9:00 p.m.
- October 1, 2016: Fingerprinting deadline*
- February 27, 2017 to March 31, 2017: Full-time Student Teaching (25 days)**
- April 3, 2017 to April 14, 2017: Student Teaching make-up time**

*Fingerprinting and background checks completed by RESC after July 1, 2016 are acceptable for students who were previously fingerprinted for K-12 employment. The student can provide ARC with any official verification of fingerprinting and background check information already on file with a participating RESC.

**These dates may be subject to change.

2016-17 Program Costs

Non-refundable Application fee: $125 must accompany the completed application. If a student is reapplying to the program, there is a $100 fee to reactivate an existing file.

Tuition is $4,500.00 for the program. Upon acceptance into the program, one-third (1/3) of the tuition is due $1,500.00. The balance of the tuition is due before the mandatory ARC Orientation. The deposit is non-refundable so please make sure when you accept admission by signing your Letter of Intent and pay your deposit you can attend the program. If the program does not run due to enrollment, all monies paid will be refunded.

Textbooks and other supplies: average $300 to $500 depending on content subject area.

Student Teaching: The cost of student teaching is included in the tuition for the program. If a student fails student teaching, then the cost to repeat student teaching will be charged to the
student. The cost to repeat student teaching is $800 and will be due prior to the student repeating the student teaching.

**Refunds:** Please see the withdrawal policy and refund policy outlined in the ARC Catalog under "Tuition Refunds."

**Due Dates:** Please see the ARC II calendar regarding due dates.