

4-Steps For Filing Paperwork for 102 and 097 licenses

Step 1

Gather the following items

*Forms from the Connecticut State Department of Education**

(ED170A will be completed for you by the university)

[ED126 - Statement of Professional experience](#)

Must be signed by district superintendent, executive director or designee and sent directly to the CSDE from the district. Make a copy to include with the documents you will give us.

Copy of your CT teaching license(s)

Documents from Pearson

Reading Specialist Test Score report (list UConn #3915 as a score recipient when you take test)

Official Transcripts

Evidence of a master's degree or latest coursework **before** this program

Evidence of **all coursework for the 102/097** from all transcripts showing these courses

- Enclose the [plan of study](#) showing when/how you met each requirement
- Note: students can only transfer up to six credits toward 102 master's or sixth year certificate (cannot transfer any course already used toward a previous degree)

Step 2: Upload for INITIAL Review

All documents should be uploaded to Qualtrics for initial review by Rachael.gabriel@uconn.edu.

STEP 3: Upload for Final Review

Once forms are approved by Rachael Gabriel, email all scanned documents and approved forms to Diane Herlihy: diane.herlihy@uconn.edu in the dean's office.

MAINTAIN A COPY OF ALL ORIGINALS DOCUMENTS.

STEP 4: Applying for certification through the CT State Department of Education

Once all materials are received and reviewed, review instructions on the [Reading Certification website](#) on how to apply for certification.

See: [Steps to a Successful Graduation | UConn Office of the Registrar](#) for information on graduation from UConn programs.