

Connecticut's Education Certification System (CECS)

Steps to Use to Set up a New Account

The CECS was originally designed for Internet Explorer 7.0 on a PC. Although it has been expanded to work for other browsers and platforms as well, if you are having difficulties using a browser such as Firefox, you may find the system works more smoothly using Internet Explorer.

1. Directions to set up a new account on the CECS (for first time users only):

- a. Go to: www.ct.gov/sde/cert.



- b. Click on the CECS icon.

- c. Click on "Create an Account on the C.E.C.S."

- d. Enter your Last Name, First Name and Email Address:

NOTE: Every educator must have a unique email address. Therefore, if you and your spouse/partner are both using the CECS, only one person can enter the home email address and the other person must enter another email address such as a school email or a hotmail/g-mail account.

- e. Verify your email address and click "Submit".

- f. Once completed, you will receive two separate emails.

1) Includes your CECS Username and

2) Includes your CECS Temporary (Old) Password and the link to the CECS.

NOTE: If you only receive one of the two emails, please check your SPAM folder as the second email may have been sent to that folder.

- g. Click on "Login to the CECS." Enter your assigned "Username" and "Temporary Password" provided in the two email messages.

NOTE: Please copy and paste the temporary password from the email message onto this page in order to generate a new personal password. Please keep a record of your personal password for future use.

- h. In order for the CECS to check for an existing Educator Identification Number (EIN), please enter: SSN, First Name, Last Name, Date of Birth and email address. Click "Register" at the bottom of that box and you now have access to your Connecticut certification account.

- i. On the next page, read and click the "Acknowledge and Continue" button to begin the application renewal process.

- j. In the box that includes your certificate information, please click "Choose" in the Renew/Update column next to the certificate/permit you would like to renew. The system will now take you through the application process.

2. Credit Card Payments via the CECS System:

NOTE: At this time, there is NO FEE to renew a Professional Educator Certificate.

- a. VISA or MasterCard CREDIT cards may be used to pay certification fees. Debit cards are generally not accepted. American Express and Discover cards are not accepted.
- b. If you choose to “pay later,” certified bank checks or money orders should be payable to the Treasurer, State of Connecticut. Personal checks are NOT accepted. Payments should be mailed to: Bureau of Educator Standards and Certification, PO Box 150471, Hartford, CT 06115-0471.

3. Directions for subsequent use of the CECS:

- a. Go to: www.ct.gov/sde/cert.



- b. Click on the CECS icon.
- c. Click on “Login to the CECS”; enter your recorded Username and personal Password.
- d. On the next page, read and click the “Acknowledge and Continue” button.
- e. To check your status click on “Check Status/Pay Now” under “Applications”.