Certification Application

Join the community of over 1,200 certified UConn ECE instructors!

UConn Early College Experience

Instructor Certification

MORE than just a test. UConn ECE is a college experience. Your students will earn grades throughout the semester using college assessments.

Offering over 65 courses in 25 disciplines.

MORE
Becoming a certified instructor for UConn Early College Experience (ECE) is a significant professional achievement. Every course taught through UConn ECE is equivalent to the same course at the University of Connecticut. UConn ECE instructors are considered University of Connecticut adjunct faculty members and receive many of the academic privileges granted to UConn faculty. It is necessary for all UConn ECE instructors to meet the qualification requirements set by the University of Connecticut and UConn ECE’s accrediting body, the National Alliance of Concurrent Enrollment Partnerships (NACEP). All discipline-specific certification requirements can be found on the UConn ECE website at www.ece.uconn.edu. Please read the requirements carefully before applying.

**Apply Now!**

**A CERTIFICATION APPLICATION PACKET CONSISTS OF THE FOLLOWING:**
- A completed application form (found on the next page)
- A detailed cover letter describing the applicant’s relevant background, qualifications, and teaching philosophy.
- Résumé
- Two letters of recommendation, preferably from the applicant’s principal and department head. If the applicant is the department head, a recommendation letter from a colleague would be accepted.
- Official undergraduate and graduate transcripts
- A proposed course syllabus for each UConn course where certification is being sought. A syllabus template can be found on the ECE website for reference.

**TIMELINE FOR CERTIFICATION:**
- Certification applications must be complete and received on or before January 31st to be considered for fall certification.
- Instructors who have completed an application by January 31st will be notified of a certification decision by the first week in March.
- Newly certified instructors are required to attend a New Instructor Orientation. The orientation date is typically scheduled for the first week of June and is located on the UConn Storrs Campus.

**IMPORTANT ITEMS TO REMEMBER:**
- UConn Early College Experience is not the same program as Advanced Placement. Instructors who plan to offer both options must align their course curriculum with the University of Connecticut course.
- Applicants must be currently employed at either a UConn ECE partner high school or interested in starting the program at his/her high school.
- UConn ECE instructors must attend a discipline-specific professional development event sponsored by UConn Early College Experience at a minimum of once every two years to remain certified.

Please contact the UConn Early College Experience office with any certification-related questions at 860-486-1045 or visit the UConn ECE website at www.ece.uconn.edu.
Date _______________________

**Personal Information**

- Dr.  Mr.  Mrs.  Ms.

First Name ___________________________________________ Middle Name __________________________

Last Name ___________________________________________ Maiden Name _________________________

Date of Birth ______________________________________________________________________________

* Social Security # __________________________________________________________________________

Gender  Male  Female

Home Address ______________________________________________________________________________

City ___________________________________________ Zip Code _________________________________

State ___________________________________________ Zip Code _________________________________

Summer Address ___________________________________________  ❑ Same as above

Home Phone _______________________________________________  ❑ Yes  ❑ No

Mobile Phone _______________________________________________  ❑ Yes  ❑ No

Personal Email Address ________________________________________

Work Email Address _________________________________________

**Applying to teach UConn course(s)**

(Visit www.ece.uconn.edu for a complete course listing). The UConn course name and number must be listed in order to direct your application to the appropriate department.

**Institution Information**

High School Name _________________________________________

High School Mailing Address __________________________________

City ___________________________________________ Zip Code _________________________________

State ___________________________________________ Zip Code _________________________________

High School Phone _______________________________________________ Extension______________

I understand that obtaining certification requires me to adhere to all standards set by the University of Connecticut and by NACEP (National Alliance of Concurrent Enrollment Partnerships). I also understand that professional development and workshop attendance are necessary to remain certified to teach UConn Early College Experience courses. My principal has agreed to allow release time to attend UConn workshops on campus.

Instructor Signature ___________________________________________

Principal Signature ___________________________________________

* The University requests that you provide your social security number. We are required by federal law to inform you of this request. The University assigns each instructor a unique identifier that is not the SSN that is used for most administrative purposes.

**Send completed applications to:**

University of Connecticut  
UConn Early College Experience  
368 Fairfield Way U-4171  
Storrs, CT 06269-4171  

Application Revised October 2015