

UNIVERSITY OF HARTFORD

COLLEGE OF EDUCATION, NURSING AND HEALTH PROFESSIONS

DEPARTMENT OF EDUCATION

DSAP Policy and Procedures

DSAP w/o Immediate Student Teaching	DSAP with immediate Student Teaching	DSAP After Graduation
Successful completion of 12 - 18 credits of graduate level coursework from UHART. Required credits determined on case-by case basis depending on experience (minimum 3 years). The first DSAP can be approved by the District without University approval. This can be done only if the candidate is not student teaching in that semester. *	Successful completion of 12 - 18 credits of graduate level coursework from UHART. Required credits determined on case-by case basis depending on experience (minimum 3 years).	Successful completion of all graduate program requirements at the graduate level.
DSAP process must be initiated by the school district. The University communicates only with the candidate and not the district or school personnel.	DSAP process must be initiated by the school district. The University communicates only with the candidate and not the district or school personnel.	DSAP process must be initiated by the school district. The University communicates only with the candidate and not the district or school personnel.
Required Documents – <ul style="list-style-type: none"> • Advisor Approval Sheet • ED 177 (all pages with district approval) • Unofficial Transcript • Resume • Intent statement indicating why background makes candidates eligible for the DSAP • Updated Planned Program • Letter from the District confirming that they will be able to assign a TEAM trained mentor when the candidate is ready to student teach • Student Teaching Application (please follow department due dates) • A copy of the State approved DSAP prior to the start of student teaching 	Required Documents – <ul style="list-style-type: none"> • Advisor Approval Sheet • ED 177 (all pages with district approval) • Unofficial Transcript • Resume • Intent statement indicating why background makes candidates eligible for the DSAP • Updated Planned Program • Name and contact information of TEAM Trained mentor who will serve as the cooperating teacher • Student Teaching Application (please follow department due dates) • A copy of the State approved DSAP prior to the start of student teaching 	<p>This will be approved only if the request is within 3 years after graduating from the program.</p> <p>DSAP applications for UG students not enrolled in our graduate programs will not be approved</p>
Application Process		
DSAP w/o Immediate Student Teaching	DSAP with immediate Student Teaching	DSAP After Graduation
Submit all documents to the Clinical Office clinical@hartford.edu	Submit all documents to the Clinical Office clinical@hartford.edu	Submit all documents to the Certification Office enhpdcan@hartford.edu Certification Officer sends the approved documents to the District or the State

<p>Clinical Office verifies all required documents are received and shares the application with academic advisors for review and approval</p> <p>Academic Advisors review and approve applications and sends it Clinical Office and enhpdean@hartford.edu for final approval by Certification Officer</p> <p>Certification Officer sends the approved documents to the District or the State</p> <p>Candidate shares the approved DSAP certificate from the State with the Clinical Office (clinical@hartford.edu)</p>	<p>Clinical Office verifies all required documents are received and shares the application with academic advisors for review and approval</p> <p>Academic Advisors review and approve applications and sends it back to the Clinical Office enhpdean@hartford.edu for final approval by Certification Officer</p> <p>Certification Officer sends the approved documents to the District or the State</p> <p>Candidate shares the approved DSAP certificate from the State with the Clinical Office (clinical@hartford.edu)</p> <p>Clinical Office assigns supervisor for student teaching</p>	
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Time Line

DSAP w/o Immediate Student Teaching	DSAP with immediate Student Teaching	DSAP After Graduation
<p>Candidate Submits Application</p> <p>2 Weeks for Clinical Office Review</p> <p>2 Weeks for Advisor Review</p> <p>2 Weeks for Certification Officer Review</p>	<p>Candidate Submits Application</p> <p>2 Weeks for Clinical Office Review</p> <p>2 Weeks for Advisor Review</p> <p>2 Weeks for Certification Officer Review</p> <p>Approved DSAP must be shared with the Clinical Office at least 3 weeks prior to the start of Student Teaching.</p>	<p>Candidate Submits Application</p> <p>2 weeks for Certification Office Review</p>

Process for candidates who do not meet the 12-18 credit program requirement

*All program requirements must be met for the University to sign off on the DSAP (ED 177). Candidates who have not met the 12-18 credit program requirement, must work directly with the school district to apply for a DSAP. The first DSAP can be approved by the District without University approval. You will need to submit the following documents directly to the district/state to support your application -

- A copy of the acceptance letter into the approved program
- A letter/email indicating the courses you are currently enrolled in, and when you will become eligible for DSAP support from the university for DSAP renewal; and
- A copy of the academic plan of study showing that you will be eligible for certification within the three years of allowed time (first DSAP, plus up to two renewals).

Candidates who need documents from the University, must reach out to their academic advisor at least one week prior to the when they need the documentation.

Please contact your academic advisor if you have any questions related to the process