

UNIVERSITY OF HARTFORD

COLLEGE OF EDUCATION, NURSING AND HEALTH PROFESSIONS

DEPARTMENT OF EDUCATION

DSAP Policy and Procedures		
DSAP without Immediate Student teaching	DSAP with Immediate Student Teaching	DSAP After Graduation
<p>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. *</p>	<p>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).</p>	<p>Successful completion of all graduate program requirements at the graduate level (36 credits).</p>
<p><i>DSAP process must be initiated by the school district. The University prefers to communicate only with the candidate and not the district or school personnel.</i></p>	<p><i>DSAP process must be initiated by the school district. The University prefers to communicate only with the candidate and not the district or school personnel.</i></p>	<p><i>DSAP process must be initiated by the school district. The University prefers to communicate only with the candidate and not the district or school personnel.</i></p>
<p>Other Documents Required –</p> <ul style="list-style-type: none"> • Unofficial Transcript • Resume • Intent statement indicating why background makes candidate 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 (or name of TEAM trained mentor if already available) 	<p>Other Documents Required –</p> <ul style="list-style-type: none"> • Unofficial Transcript • Resume • Intent statement indicating why background makes candidate eligible for the DSAP • Updated Planned Program • Name and contact information of TEAM Trained mentor who will serve as the cooperating teacher 	<p>Other Information</p> <p>This request will be approved only if it is made within 3 years after graduation from the program.</p> <p>Please also provide: UHart ID, graduation month/year and program completed.</p>
Timeline		
DSAP without Student Teaching	DSAP with Student Teaching	DSAP After Graduation
<p>Candidate Submits Application 1 Week for Advisor Review 2 Weeks for Manager of Clinical & Certification Officer Review and Processing</p>	<p>Candidate Submits Application 1 Week for Advisor Review 2 Weeks for Manager of Clinical & Certification Officer Review and Processing</p>	<p>Candidate Submits Application 1 Week for Advisor Review 2 Weeks for Manager of Clinical & Certification Officer Review and Processing</p>

Application Process

DSAP w/o Immediate Student Teaching	DSAP with Immediate Student Teaching	DSAP After Graduation
<ul style="list-style-type: none"> • Student Teaching Application (please follow department due dates; completed prior to student teaching semester) • Letter from district confirming that if required they have a CT TEAM trained mentor to supervise the student when the student is ready to student teach • A copy of the State approved DSAP prior to the start of student teaching 	<ul style="list-style-type: none"> • Student Teaching Application (please follow department due dates) • A copy of the State approved DSAP prior to the start of student teaching 	Not Applicable

DSAP w/o Immediate Student Teaching	DSAP with Immediate Student Teaching	DSAP After Graduation
<ol style="list-style-type: none"> 0. Student sends DSAP request to Academic Advisor 1. Academic Advisor creates a student-specific folder within DSAP 2023 and gives access so students can upload all documents (i.e. LAST NAME, First Name PROG ID#) 2. Students inform Academic Advisor that all documents have been uploaded to their DSAP folder in OneDrive 3. Academic Advisor reviews materials, including confirming the planned program 4. Once review is complete, the Academic Advisor uploads the DSAP Advisor Approval Sheet to the OneDrive student-specific folder and emails notification to Manager of Clinical, hipp@hartford.edu, Dept Chair bray@hartford.edu, and Certification Officer trinks@hartford.edu 5. Manager of Clinical verifies completed documents, emails Certification Officer and records this active DSAP in Dept spreadsheet, managed by the Manager of Clinical 6. Certification Officer verifies all required documents are present and completed and sends the approved documents to the District or the State 7. Certification Officer informs the student, Academic Advisor, Program Director, Manager of Clinical, hipp@hartford.edu, and Dept Chair bray@hartford.edu 	<p>Steps 0 – 7 are the same as DSAP w/o Immediate Student Teaching, Then,</p> <ol style="list-style-type: none"> 8. Manager of Clinical will assign a University supervisor and notify the Student and Academic Advisor 	<p>Submit all documents and information to the Certification Officer, trinks@hartford.edu,</p> <p>Certification Officer sends the approved documents to the State.</p> <p>Certification Officer informs the student and Manager of Clinical, hipp@hartford.edu.</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 177A). 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 when they need the documentation.

**Oak Hill employees should follow “DSAP w/o Immediate Student Teaching” to apply for a DSAP. In addition to the documents listed, Oak Hill employees must provide proof of employment as part of their DSAP application.

DSAP Policy can be found on the UHART website at -

<https://www.hartford.edu/academics/schools-colleges/enhp/academics/department-of-education/education-department-policies.aspx#accordion-group-1-section-3-label>

Please contact your Academic Advisor, Manager of Clinical or the Department Chair for questions related to the process.