UNIVERSITY OF HARTFORD

COLLEGE OF EDUCATION, NURSING AND HEALTH PROFESSIONS

DEPARTMENT OF EDUCATION

DSAP Under 12-Credits	DSAP *without* Immediate Student Teaching	**DSAP *with* Immediate Student Teaching	DSAP After Graduation
Students 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. *DSAP applications for Special Education para-educators who have completed 20 months of employment will be accepted in lieu of 12-18 credits completed. Students should follow "DSAP without Immediate Student Teaching".*	Successful completion of 12-18 graduate credits at the University. Student teaching semester will not be within the next year under this DSAP application.	Successful completion of all required coursework for the graduate program. Student is entering final semester of graduate program, where their student teaching experience occurs, and their Student Teaching will be under a DSAP. Student teaching under a DSAP is for the fall and spring semesters only. Summer DSAPs will be determined on a case-by-case basis.	Students who have completed all program requirements and graduated from the University. Will only be approved if the request is made within three (3) years after graduation from the program.
Documents Required: *Students will submit the required documents directly to the district/State*. • Copy of acceptance letter into the approved program • Academic plan of study showing eligibility for certification within three (3) years (student should work with advisor) • Letter indicating course enrollment and when the student will become eligible for a University-supported DSAP (student should request from Certification Officer, certify@hartford.edu) • A copy of the State approved DSAP	**Documents Required:** • ED177 – completed by both the student and district • 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) • Proof of employment of 20 months or more, for students submitting a DSAP applications a para-educator. • A copy of the State approved DSAP	**Documents Required:** • ED177 – completed by both the student and district • Name and contact information of TEAM Trained mentor who will serve as the cooperating teacher • A copy of the State approved DSAP prior to the start of student teaching (students cannot begin student teaching until the University has received the approved permit) Deadline for submission of all materials for DSAP with Immediate Student Teaching: Fall semester – July 15th Spring semester – December 1st	**Documents Required:** • ED177 – completed by both the student and district • University ID, graduation month/year and program completed • A copy of the State approved DSAP

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Timeline: Two weeks for the University to process *DSAP process must be initiated by the school district.* **1.** Student should reach out to their Advisor for a copy of their planned program, and the Certification Officer for a letter regarding a University-supported DSAP. **2.** Student sends a copy of the State approved DSAP to the Certification Officer.	**Timeline:** Two weeks for the University to process *DSAP process must be initiated by the school district.* 1. Student informs academic advisor of DSAP. 2. Academic Advisor creates a student-specific folder within the DSAP OneDrive and gives access so student can upload all required documents. 3. Students inform Academic Advisor that all documents have been uploaded to their DSAP folder in OneDrive. 4. Academic Advisor reviews materials and completes/uploads the Advisor Approval Sheet to the students OneDrive folder and notifies Certification Officer. 5. Certification Officer reviews all documents and sends approved DSAP Application to the State. 6. Certification Officer sends a copy of the approved application to the student, Advisor and Program Director. 7. Student sends a copy of the State approved DSAP to the Certification Officer.	**Timeline:** Two weeks for the University to process *DSAP process must be initiated by the school district.* 1. Student informs academic advisor of DSAP. 2. Academic Advisor creates a student-specific folder within the DSAP OneDrive and gives access so student can upload all required documents. 3. Students inform Academic Advisor that all documents have been uploaded. 4. Academic Advisor reviews materials and completes/uploads the Advisor Approval Sheet to the students OneDrive folder and notifies Certification Officer. 5. Certification Officer reviews all documents and sends approved DSAP Application to the State. 6. Certification Officer sends a copy of the approved application to the student, Advisor, Program Director and Clinical Office. 7. After student has completed the Student Teaching Application, the Clinical Office will assign a University Supervisor and notify the student and Academic Advisor. 8. Student sends a copy of the State approved DSAP to the Certification Officer.	**Timeline:** Two weeks for the University to process *DSAP process must be initiated by the school district.* 1. Student submits all documents and information to the Certification Officer, certify@hartford.edu. 2. Certification Officer sends the approved documents to the State. 3. Certification Officer informs the student. 4. Student sends a copy of the State approved DSAP to the Certification Officer.

***A copy of the State-approved DSAP must be provided to the Certification Officer prior to the start of student teaching. Students may not begin student teaching under a DSAP until they receive State approval. If the DSAP is only valid for a part of the semester then you must apply for a renewal. If this documentation is not received on time it will result in a delay in graduation. Since approval timelines are unpredictable, it is recommended that the process of looking for a DSAP position must be started at least 4-6 months prior to the student teaching semester.*

Student Process Checklist

☐	Inform Advisor of Interest in DSAP
☐	Advisor Shares One Drive Folder with Process
☐	Student works with District to Find DSAP Position
☐	Find a DSAP position
☐	District Completes ED177 and provides TEAM trained teacher information
☐	Student Uploads Signed DSAP along with information about TEAM trained teacher on One Drive
☐	Student Informs Advisor
☐	Advisor Reviews Application and Informs Certification Officer
☐	Certification Officer reviews Application, signs off on ED177 and sends to the State for approval
☐	Student receives Permit from the State
☐	Student shares Permit with Certification Officer
☐	Student Receives Approval to Student Teach