



WELCOME

TO THE

Training for Boards of Education

August 9 & 15, 2007

21 Grand Street

Hartford, CT

A G E N D A

- TRB Overview
- Website Overview
- TRB Membership
- TRB Definitions and Terminology
- Bureau of Educator Standards
- Voluntary Account
- Member Statements
- Rollovers/Withdrawals
- Transmittals
- Q & A

TRB Overview

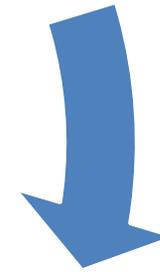
T
R
B

State Agency

State Statutes

Policies &
Procedures

Regulations



Organization

T
R
B

Agency Administration

Retirement (Benefits) Division

Accounting Division

IT Division

Website Overview

T
R
B

[Administrative Procedures Manual](#)

[Statutes and Regulation](#)

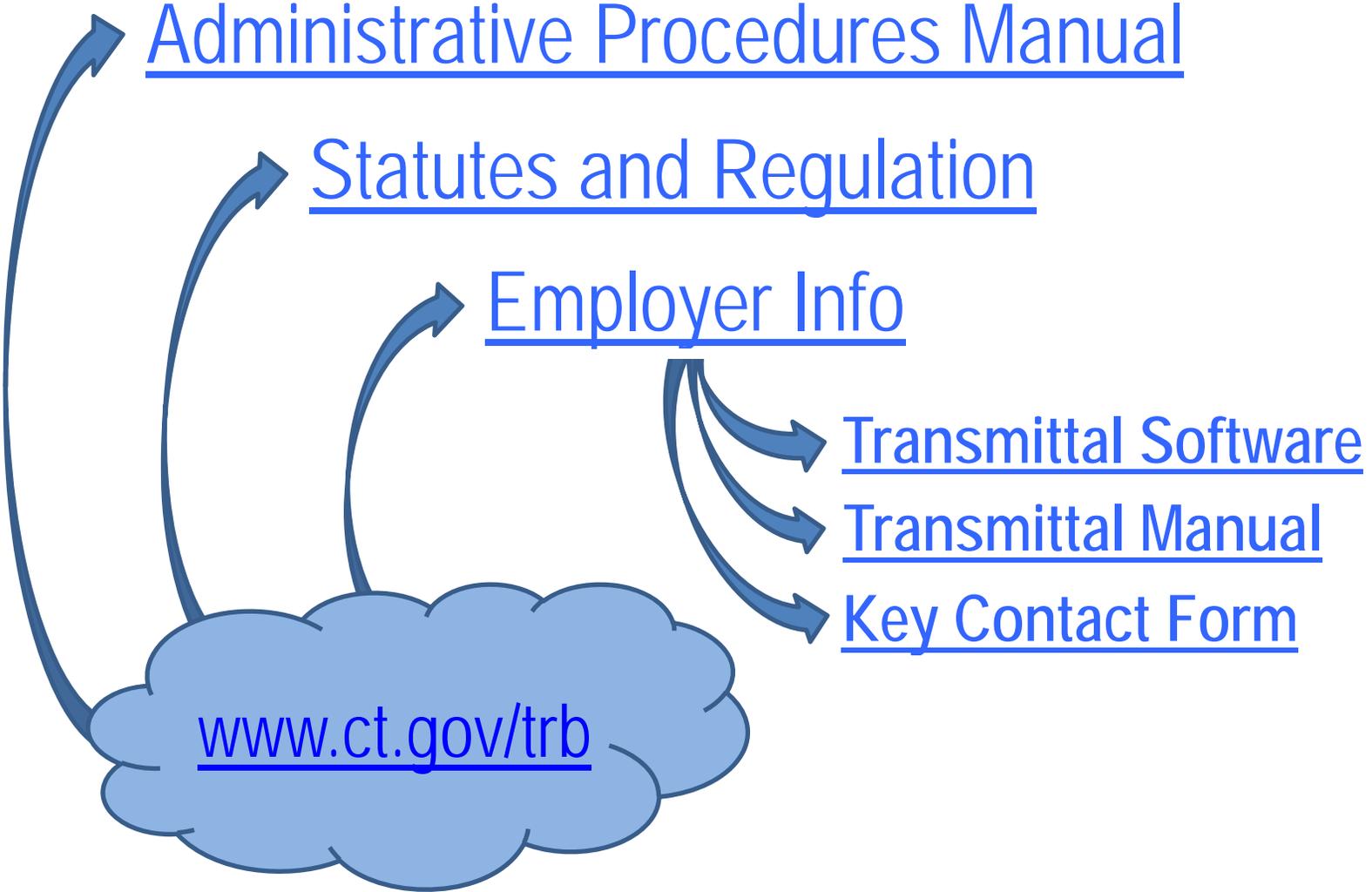
[Employer Info](#)

[Transmittal Software](#)

[Transmittal Manual](#)

[Key Contact Form](#)

www.ct.gov/trb

A diagram illustrating the website structure. A central blue cloud contains the URL www.ct.gov/trb. Five arrows originate from the cloud: one points to [Administrative Procedures Manual](#), one to [Statutes and Regulation](#), one to [Employer Info](#), and two point to [Transmittal Software](#), [Transmittal Manual](#), and [Key Contact Form](#). The arrows to the three items on the right are grouped together.

TRB Membership

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TRB Criteria for Membership

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Public School Educators

- Teachers
- Administrators
- Designated other
 - Health Providers
 - Guidance Counselors
 - Media Specialists
 - etc.

Membership Status

- Active
- Inactive
- Annuity Reserve (Inactive 25+ years)
- Deferred Vested
- Terminated
- Retired
- Disabled
- Deceased

TRB Definitions & Terminology

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Work an average of at least 50%

- At least half-day each day
- Varying schedule
- Full time = 900 hours annually

Leave of Absence (LOA)

- Unpaid
 - No partial LOA
 - Mandatory contributions from member
 - Do not report on transmittal
- Paid (Sabbatical)
 - \$ from member to TRB

TRB Definitions & Terminology

T
R
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Eligible Earnings

Pensionable Salary

Earnable Salary

FTE

5th business day of following month

9% annual interest on late transmittals or \$

Terminology and Rules

Rules & timing 6% and 1.25%

1/10 of salary

ACH/Wires

Eligible Salary

Pensionable Earnable

Interest charges for late money & transmittals

Terminology and Rules

FTE

FT/PT

Longevity

Certification

10 months

1st working day of the month

Terminology and Rules

Retroactive adjustments

Financial Information

- 10% of Annual Eligible Earnings
- Annual contract rate
- Eligible stipends (ex: longevity, Department Head, extended year duties for health/welfare providers) but excluding ineligible stipends (ex: extra duty)
- Not dependant upon timing of payroll

Terminology and Rules

Voluntary Payroll Deductions

- Voluntary accounts deposits
- Service purchase contracts

\$ Via Wire or Transfer or ACH

- Required on monthly deposit
- As few as possible

Questions

&

Answers

Bureau of Educator Standards

**Regulations Concerning
State Educator Certificates,
Permits, and Authorizations
(SDE)**

Certification Language

Levels of Certification

Initial Educator

- Valid for 3 years
 - 10 months of experience
 - BEST
- OR
- 3 years experience in an approved non-public school

Provisional Educator

- Valid for 8 years
- 30 months of experience
- Advanced course work as required

Professional Educator

- Valid for 5 years
- Completion of professional development: CEUs or graduate level course work

Certification Language

Validity of Certificates

Secondary Subjects

- May teach down to grade 5 in a departmentalized setting
- World languages may teach down to grade 4

Early childhood, elementary, middle grades

- May teach in grade levels covered by the certificate
- May not teach up or down a grade level
- ECE PK-K regular/special education
- 1-3 regular education only (GR1-3)

Special Authorizations

Duration
Shortage Area
Permits (DSAP)

Substitute
Teachers

Minor
Assignment

Coaching
Permits

Certification Compliance

Compliance Formula

Certified
Staff File
Information
(ED163)



Certification
Database
Information



**Compliance
Report**

Certification Statutes

Connecticut General Statutes, Chapter 166, Section 10-145

(a) No teacher, supervisor, administrator, special service staff member or school superintendent shall be employed in any of the schools of any local or regional board of education unless such person possesses an appropriate state certificate nor shall any such person be entitled to any salary unless such person can produce such certificate dated previous to or the first day of employment...

Certification Statutes

Connecticut General Statutes, Chapter 166, Section 10-145

(b) If the State Board of Education determines that a local or regional board of education is not in compliance with any provision of sections 10-144o to 10-149, inclusive, and section 10-220a, the State Board of Education may require the local or regional board of education to forfeit of the total sum which is paid to such board of education from the State Treasury an amount to be determined by the State Board of Education...

Compliance Timeline

By October 1st, staff requiring certification entered on the certificated staff file (ED163)

Compliance Report run in December or January of current school year

Compliance Report due back to SDE by January or February of current school year

The Compliance Report reviewed in numerical order or in chronological order

District sent letter once all issues have been resolved

By May 31st, the District Board Chairperson notified of any outstanding compliance issues

Unlisted Assignments

There are two unlisted assignments that are to be used with prior authorization from SDE, in cases where there is no existing assignment code for a given position. If pre-approved, these are not compliance errors, but may become errors.

Unlisted Teaching
(990): used for
teaching assignments

Unlisted Non-teaching
(995): used for non-
teaching assignments

Red Flag Situations

CAUTION

Red Flag Situations

Student teaching placements for out of state students

Non – NIA Member State

- Transcript evaluation

Out of State Alternate Route

Out of State Certificate

- Temporary or city certificate does not qualify for interstate agreement

Red Flag Situations

Lapsed Interim Certificate

- Assessment requirements must be met prior to reissuance

Special Services

- School Psychologist versus Clinical Psychologist

Program and Required Experience

- Remedial Reading
- Guidance
 - Teaching experience or 10 month internship

Red Flag Situations

Administrative

- Out of state applicants must meet all course work, experience and assessment requirements

Foreign Credentials

- Evaluation by Connecticut approved agency
- Bachelor's degree, course work and assessments

SDE Support

Phone

- IVR for general information through automated system available 24 hours a day. **860-713-6969**
Consultant support available: Monday, Tuesday, Thursday, & Friday from Noon to 4:00 PM.
- Hot Line: technical support **for authorized district staff only** **860-713-6770**. Available Monday, Wednesday, Friday from 8:00 AM to 4:00PM and Tuesday & Thursday from 8:00 AM to Noon.

FAX

- (860) 713-7017

SDE Support

Email

- teacher.cert@ct.gov

Website

- <http://www.ct.gov/sde>

Questions

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Answers

Voluntary Account

/ \$ of deposits by active members

One withdrawal during active career

Actual Rate of Return (declared annually)

On previous June 30 balance

\$ must come from member
(directly, payroll deduction, or rollover)

Acceptable Payments & Dollar limitations

Member Statements

Annually as of June 30

Mailed in December to address on record

Returned statements are destroyed

Current status of demographics and beneficiaries

Cumulative financial information for entire career

Member Statements

Information provided by BOE

Timely identification of questions is very important

Rollovers & Withdrawals

Separated from prior service or terminated employment with the former employer

Incoming



1

Active members must meet one of the three criteria

2

Used for purchase of service

3

Member has applied to retire in current school year

Rollovers & Withdrawals

Incoming



Inactive Vested Members must meet #2 or #3

Inactive Members must meet #2

TRB issues acceptance letter at request of member

Member must direct Trustee to transfer funds to TRB

Funds transferred from Trustee to TRB

TRB issues receipt to member

Rollovers & Withdrawals



Use Application for Withdrawal form and specify rollover

TRB acknowledges to member

Pre-tax money only

TRB requires letter of acceptance from other state retirement plans

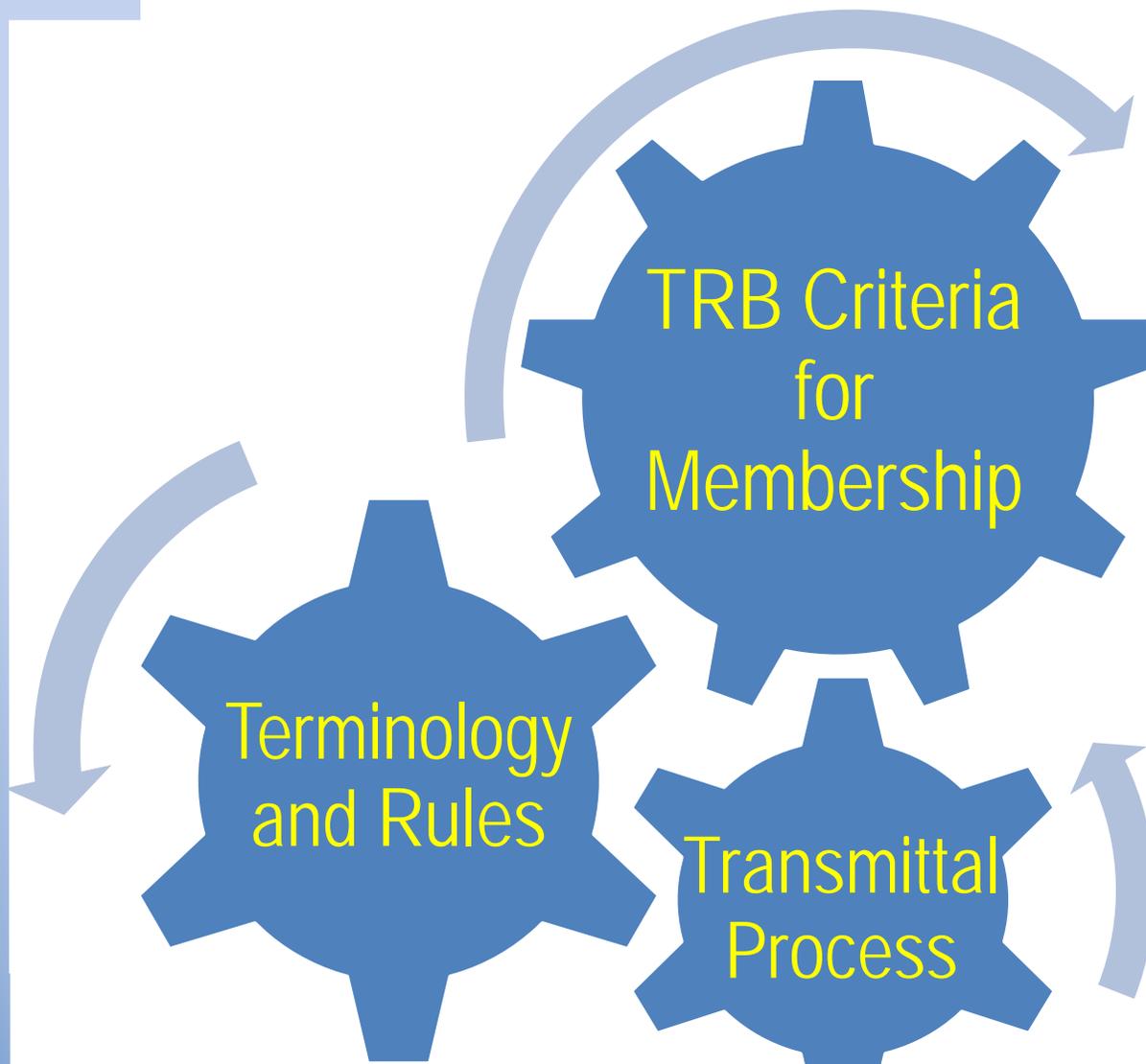
Rollovers & Withdrawals



TRB requires approval of our withdrawal form by receiving Trustee

Issue at end of 3rd calendar month after receipt of completed application

TRB Membership



Transmittal Process

What is it and how does it work ?

Where to send ? Trb.transmittal@po.state.ct.us

How to send ?

Tutorial on how to Build

Exceptions Reports

Transmittal Process

Revisions & Amendments (who corrects & when)

How to correct

Members and Unpaid Leaves

Demographic Changes for Active Teachers (BOE)

Importance of SS#

Questions

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Answers