



## **ALLIANCE TEACHER REFI LOAN PROGRAM EMPLOYMENT CERTIFICATION FORM**

The purpose of this Employment Certification Form is to certify that an applicant for a CHESLA Alliance Teacher Refi Loan is employed as an Alliance District Teacher. An Alliance District Teacher is a teacher with current Connecticut Educator Certification who provides direct classroom teaching or classroom-type teaching in a non-classroom setting, for more than 50% of their day and is employed by an Alliance District<sup>1</sup> public school.

### **Instructions:**

1. Applicant completes, signs and dates Section A of the Employment Certification Form.
2. Applicant then submits the Employment Certification Form to the Human Resources/Talent Office of the Alliance District identified in Section A of the form, for completion of Section B of the form.
3. The Human Resources/Talent Office returns the form to the Applicant.
4. Applicant uploads the fully completed Employment Certification Form on the Campus Door website with their application for an Alliance Teacher Refi Loan.

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### **Applicant must complete Section A**

#### **Section A. Applicant Information**

Name (last, middle, first): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alliance District where you are employed: \_\_\_\_\_

Public school where you teach: \_\_\_\_\_

Connecticut Educator Identification Number: \_\_\_\_\_

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<sup>1</sup> “Alliance District” has the meaning ascribed in Connecticut General Statutes §10-262u (1).

I have a current Connecticut Educator Certification: YES

NO

**By signing below:**

1. You certify that the information provided in Section A of this Employment Certification Form is true to the best of your knowledge and is submitted under penalty of false statement as provided in Conn. Gen. Stat. § 53a-157b; and
2. If you are issued an Alliance Teacher Refi Loan (“Loan”), you authorize the Connecticut Higher Education Supplemental Loan Authority (“CHESLA”) to disclose (i) that you have such a Loan, (ii) your name and (iii) Connecticut Educator Identification Number to the Human Resources/Talent Office (“HR Office”) of the Alliance District you identified in Section A of this form, for purposes of obtaining verification of your employment status, as an Alliance District Teacher, from the HR Office. You further authorize the HR Office to disclose your employment status, including the dates of employment or separation from employment and whether you have been employed by another Alliance District.

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Applicant Signature

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Date

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**The Alliance District Human Resources/Talent Office must complete Section B**

**Section B. Employment Certification**

I, (Name) \_\_\_\_\_, (Title) \_\_\_\_\_, of the Human Resources/Talent Office for the (City/Town) \_\_\_\_\_ Alliance District, certify that:

1. The Applicant named in Section A of this form, is currently employed as an Alliance District Teacher by the (City/Town) \_\_\_\_\_ Alliance District;
2. The Applicant has current Connecticut Educator Certification; and
3. The Applicant teaches at (Name of School) \_\_\_\_\_.

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Signature

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Date

If the above certification is completed by other than the Director/Manager of the HR Office, the Director/Manager must review and approve the certification.

Reviewed and approved by :

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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