



State of Rhode Island and Providence Plantations

Department of Elementary and Secondary Education

Educator Certification General Application Form Instructions

Ensure Educator Excellence:

Every student must have highly effective teachers.
 Every school must have highly effective leaders and support professionals.
 We must support educators throughout their careers.

Educator Certification in Rhode Island:

Educator certification is the process through which Rhode Island educators demonstrate that they are prepared to enter the profession as new educators and then continue to demonstrate currency and competency within their specific area(s) of certification. Educator certification is required for all educators in all Rhode Island public schools, state approved special education programs and state funded pre-kindergarten programs.

1. Use of this application:

- This application should be used by all individuals applying for or renewing certification (including reciprocity) in Rhode Island **EXCEPT** those seeking an Alternate Route Program Certificate, an Emergency Permit, or a One-Year Career and Technical Education Certificate or One-Year School Nurse Teacher Certificate
- Individuals seeking certification through an Alternate Route Program, an Emergency Permit, or a One-Year Career and Technical Education or One-Year School Nurse Teacher Certificate should visit the Office of Educator Quality and Certification website <http://www.ride.ri.gov/EducatorQuality/Certification/default.aspx> for further information.

2. How to complete this application:

- Provide the required information in Sections A, B, and C. In section B, check the appropriate box(es) to indicate the Certification Request(s) and Certification Area(s). Use the Certification Area code chart on page 3 of this packet to identify the correct code(s) that are being requested. If you are seeking certification in World Languages, Bilingual and Bicultural Education, or Career and Technical Education (CTE), write in the specific World Language or CTE area that you are requesting.
 - **Full certification:** Individual meets all RI certification requirements for Initial, Professional, and Advanced certifications
 - **Evaluation of credentials:** To request RIDE to review applicant's transcripts and progress towards certification
 - **Reinstatement request:** To request reinstatement of an expired RI educator certification
 - **Substitute permit:** To request a 1-year permit to serve as a daily substitute in RI public schools
 - **Athletic Coach permit:** To request a 5-year permit to serve as an athletic coach in RI public schools
 - **Duplicate request:** To request a replacement or additional copy of your RI educator certification
- Calculate and provide the appropriate fees for certification areas identified in Section B. Note: Payment must be included with the application and all fees are calculated by certification area and per processing request and are non-refundable.
- Review the list of required documentation on Page 2 and submit all required documentation in the specified format with your application. Note: Incomplete applications will be returned.
- Mail the completed application, fees, and documentation to the address on page 6 of this application.

3. When to apply for Certification:

- Individuals may request new certificates at any time. Individuals may renew their certificates after January 1 in the year of their certificate expiration (i.e. any time after 1/1/12 for a certificate expiring on 8/31/12).
- Application processing and evaluation varies during the year based on demand and averages 12-16 weeks

4. For more information consult the Office of Educator Quality and Certification website at:

<http://www.ride.ri.gov/EducatorQuality/Certification/default.aspx> or at egac@ride.ri.gov.

Certification Fees

All certification application fees are for processing request and are non-refundable. Use the fee chart below to determine the appropriate fee for the request you submit.

We are not able to accept cash. Make check payable to the *General Treasurer – State of Rhode Island*

| Type of Request | Fee |
|--|--|
| 3 Year Initial Educator Certificate First Issuance AND Renewal | \$100.00 for first certification area \$50.00 for each additional certification area |
| 5 Year Professional Educator Certificate First Issuance AND Renewal | \$200.00 for first certification area \$100.00 for each additional certification area |
| Evaluation of Credentials | \$50.00 for each certification area |
| Reinstatement of Certificate | \$100.00 (In addition to certification fee for each area) |
| Substitute Teacher Permit | \$50.00 |
| Athletic Coach Permit | \$100.00 |
| Duplicate Certificate | \$50.00 |

Required Documentation

Instructions: All required documentation must be submitted for your application to be processed. The required documentation is detailed in the chart below. Note: transcripts that are already on file with the Rhode Island Department of Education do not need to be resubmitted with subsequent applications unless more current transcripts identify coursework and/or degrees not identified on the previously submitted transcripts.

| Documentation | Conditions |
|---|---|
| Transcripts | Official or student-issued are accepted; photocopies or downloaded transcripts are not accepted. Note: If the transcript is provided as evidence of completion of a degree or program, the transcript must include a conferral or completion date. |
| Certification Test Score Reports | Original or photocopies are accepted. |
| Out-of-State Educator Certificate | Original or photocopies are accepted. Required if applying for Rhode Island certification through reciprocity. Note: The Out-of State Educator Certificate must be a current and valid comparable, full state certificate at the National Association of State Directors of Teacher Education (NASDTEC) stage 3 level. |
| Work Experience | Official letterhead of employing agency. Required only if work experience is an issuance requirement for a certification area AND if the work experience was not completed in a Rhode Island public school. |
| Registered Nurse or Rhode Island Social Worker License | Original or photocopies are accepted. |
| Career and Technical Education Occupational License/Certification | Original or photocopies are accepted. Required if applying for RIDE CTE certification and the Occupational License/Certification is required by a Rhode Island governing body. |
| Coaching First Aid/CPR Card | Original or photocopies are accepted. |
| RI Interscholastic League (RIIL) approved coursework | Original or photocopies are accepted. |

Certification Codes:

| Teacher Certificate Areas | | | |
|---|---|-------|--|
| 11101 | Early Childhood Education Teacher, Grades PK-2 | 11191 | Early Childhood Bilingual and Dual Language Education Teacher, Grades PK-2* |
| 11181 | Early Childhood Special Education Teacher, Birth through Grade 2* | 11192 | Early Childhood English as a Second Language Education Teacher, Grades PK-2* |
| 11201 | Elementary Education Teacher, Grades 1-6 | 11681 | Elementary/Middle Special Education Teacher, grades K-8 |
| 11291 | Elementary Bilingual and Dual Language Education Teacher, Grades 1-6* | 11281 | <i>Elementary Special Education Teacher (effective 1/1/2015)</i> |
| 11292 | Elementary English as a Second Language Education Teacher, Grades 1-6* | | |
| 11301 | Middle Grades English Teacher, Grades 5-8 | 11334 | Middle Grades Social Studies Teacher Elementary Extension, Grades 5-8* |
| 11331 | Middle Grades English Teacher Elementary Extension, Grades 5-8* | 11344 | Middle Grades Social Studies Teacher Secondary Extension, Grades 5-8* |
| 11341 | Middle Grades English Teacher Secondary Extension, Grades 5-8* | 11305 | Middle Grades World Language, Grades 5-8* |
| 11302 | Middle Grades Mathematics Teacher, Grades 5-8 | 11335 | Middle Grades World Language Teacher Elementary Extension |
| 11332 | Middle Grades Mathematics Teacher Elementary Extension, Grades 5-8* | 11345 | Middle Grades World Language Secondary Extension |
| 11342 | Middle Grades Mathematics Teacher Secondary Extension, Grades 5-8* | 11391 | Middle Grades Bilingual and Dual Language Education Teacher, Grades 5-8* |
| 11303 | Middle Grades Science Teacher, Grades 5-8 | 11392 | Middle Grades English as a Second Language Education Teacher, Grades 5-8* |
| 11333 | Middle Grades Science Teacher Elementary Extension, Grades 5-8* | 11681 | Elementary/Middle Special Education Teacher, grades K-8 |
| 11343 | Middle Grades Science Teacher Secondary Extension, Grades 5-8* | 11781 | Middle/Secondary Special Education Teacher, Grades 7-12 |
| 11304 | Middle Grades Social Studies Teacher, Grades 5-8 | 11381 | <i>Middle Grades Special Education Teacher, Grades 5-8 (effective 01/1/2015)</i> |
| 11401 | Secondary Grades Agriculture Teacher, Grades 7-12 | 11409 | Secondary Grades Physics Teacher, Grades 7-12 |
| 11402 | Secondary Grades Biology Teacher, Grades 7-12 | 11410 | Secondary Grades Social Studies Teacher, Grades 7-12 |
| 11403 | Secondary Grades Business Education Teacher, Grades 7-12 | 11491 | Secondary Grades Bilingual and Dual Language Education Teacher, Grades 7-12* |
| 11404 | Secondary Grades Career and Technical Education Teacher, Grades 7-12 | 11492 | Secondary Grades English as a Second Language Teacher, Grades 7-12* |
| 11405 | Secondary Grades Chemistry Teacher, Grades 7-12 | 11481 | <i>Secondary Special Education Teacher (effective 1/1/2015)</i> |
| 11406 | Secondary Grades English Teacher, Grades 7-12 | 11781 | Middle/Secondary Special Education Teacher, Grades 7-12 |
| 11407 | Secondary Grades General Science Teacher, Grades 7-12 | 11411 | Secondary Grades World Language Teacher, Grades 7-12 -Spanish |
| 11408 | Secondary Grades Mathematics Teacher, Grades 7-12 | 11412 | Secondary Grades World Language Teacher, Graded 7-12 -French |
| 11585 | All Grades Adapted Physical Education Teacher, Grades PK-12* | 11511 | All Grades Theatre Teacher, Grades PK-12 |
| 11502 | All Grades Art Teacher, Grades PK-12 | 11582 | All Grades Special Education – Deaf and Hard of Hearing, Grades PK-12* |
| 11503 | All Grades Dance Teacher, Grades PK-12 | 11583 | All Grades Special Education – Visually Impaired, Grades PK-12* |
| 11504 | All Grades Family and Consumer Science Teacher, Grades PK-12 | 11584 | All Grades Special Education – Severe Intellectual Disability, Grades PK-12 |
| 11505 | All Grades Health Teacher, Grades PK-12 | 11591 | All Grades Bilingual and Dual Language Education Teacher, Grades PK-12* |
| 11506 | All Grades Library Media Teacher, Grades PK-12 | 11592 | All Grades English as a Second Language Education Teacher, Grades PK-12* |
| 11507 | All Grades Music Teacher, Grades PK-12 | 11593 | All Grades English as a Second Language Specialist, Grades PK-12 |
| 11508 | All Grades Physical Education Teacher, Grades PK-12 | 11512 | <i>All Grades World Language (effective 1/1/2015)</i> |
| 11509 | All Grades School Nurse Teacher, Grades PK-12 | 11581 | All Grades Special Education Teacher |
| 11510 | All Grades Technology Education Teacher, Grades PK-12 | | |
| Administrator Certificate Areas | | | |
| 12001 | Building Level Administrator, Grades PK-12 | 12012 | <i>District Level Administrator Special Education*(effective 1/1/2015)</i> |
| 12011 | District Level Administrator – Curriculum, Instruction, and Assessment* | 12013 | School Business Administrator |
| 12015 | Administrator of Special Education | 12014 | Superintendent of Schools |
| Support Professional Certificate Areas | | | |
| 13001 | School Counselor | 13004 | Speech and Language Pathologist |
| 13002 | School Psychologist | 13011 | Reading Specialist/Consultant* |
| 13003 | School Social Worker | | |
| Permits | | | |
| 14001 | Athletic Coach Permit | 14002 | Substitute Teacher Permit |
| Teacher Certificate Areas no longer issued. These Certificate Areas may only be renewed by current holders. | | | |
| 91001 | Critic Teacher | 91441 | Teacher Of Secondary Earth Science |
| 91002 | Lower Middle School Endorsement, Grades 05-06 | 91442 | Teacher Of Secondary Grades |
| 91003 | Media Communications | 91443 | Teacher Of Sensory Impaired Multi-Disabled |
| 91004 | Teacher Of Audio-Visual Communications Technology | 91444 | Teacher Of Secondary Philosophy |
| 91005 | Teacher Of Elementary, Grades K-6 | 91445 | Teacher Of Secondary Physical Sciences |
| 91006 | Teacher Of Fashion Merchandising | 91446 | Teacher Of Secondary Psychology |
| 91007 | Teacher Of Marine Occupations | 91447 | Teacher Of The Secondary Sciences |
| 91008 | Teacher Of Physically Impaired/Multi-Disabled | 91494 | Content ESL |
| 91440 | Teacher Of Secondary Computer Science | | |
| Supervisor Certificate Areas no longer issued. These Certificate Areas may only be renewed by current holders. | | | |
| 95041 | Art Supervisor | 95045 | Library Supervisor |
| 95042 | Guidance Supervisor | 95046 | Music Supervisor |
| 95043 | Health Supervisor | 95047 | Physical Education Supervisor |
| 95044 | Home Economics Supervisor | 95048 | Reading Supervisor |
| 95001 | Home Visitor (Attendance) | | |

*Any Certificate Area with an asterisk is a Dependent Certificate. To obtain this certificate, the applicant must hold the required Independent Certificate Area. The list of Independent and their Dependent Certificates can be viewed at <http://www.ride.ri.gov/EducatorQuality/Certification/default.aspx>

Section B: Certification Information (See page 1 of this packet for more information)

| | | | | | | |
|--|-------|--|-------|-------|--------------------------|--------------------------|
| Section B-1 Full Certification 3 Year Initial | | For all first time applicants in RI. The 3 Year Initial Certificate may be renewed if the applicant has not worked in a RI public school for three years while holding a 3 Year Initial Certificate. Current CEEs will be renewed as Initial Certificates when applicants have not been employed in a RI public school. | | | | |
| Please check only ONE box: | | | | | First Issuance | Renewal |
| 3 Year Initial (\$100 for 1st, \$50 per additional certification area) | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification Area(s): Identify each Certification Area requested using the Certification Area Codes from page 3. | | | | | | |
| Example:11101 | \$100 | \$50 | \$50 | \$50 | \$50 | |
| | \$50 | \$50 | \$50 | \$50 | \$50 | |
| For World Language, Bilingual and Bicultural, or CTE certification requests, please state the language or CTE area(s). | | | | | | |
| Section B-2 Full Certification 5 Year Professional | | For all applicants who have previously held a RI 1 Year Transitional or 5 Year Professional Certificate or for applicants who have met the requirements to progress from a 3 Year Initial to a 5 Year Professional Certificate. The 5 Year Professional Certificate may be renewed consistent with renewal requirements. | | | | |
| Please check only ONE box: | | | | | First Issuance | Renewal |
| 5 year Professional (\$200 for 1st, \$100 per additional certification area) | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification Area(s): Identify each Certification Area requested using the Certification Area Codes from page 3. | | | | | | |
| Example:11101 | \$200 | \$100 | \$100 | \$100 | \$100 | |
| | \$100 | \$100 | \$100 | \$100 | \$100 | |
| For World Language, Bilingual and Bicultural, or CTE certification requests, please state the language or CTE area(s). | | | | | | |
| Section B-3: Evaluation of Credentials (\$50 per Certification Area) | | | | | | |
| Certification Area(s): Identify each Certification Area requested using the Certification Area Codes from page 3. | | | | | | |
| Example:11101 | \$50 | \$50 | \$50 | \$50 | \$50 | |
| | \$50 | \$50 | \$50 | \$50 | \$50 | |
| For World Language, Bilingual and Bicultural, or CTE certification requests, please state the language or CTE area(s). | | | | | | |
| Section B-4: Reinstatement of Expired Certificate (\$100, in addition to certification fee for each area) | | | | | | |
| Certification Area(s): Identify each Certification Area requested using the Certification Area Codes from page 3. | | | | | | |
| Example:11011 | | | | | | |
| | | | | | | |
| Section B-5: Substitute Teacher Permit (\$50) | | Valid for 1 year. Requires transcript showing Bachelor's degree. | | | | |
| Please Check only ONE box: | | | | | First Issuance | Renewal |
| General Subject Substitute Teacher PK-12 | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| School Nurse Teacher (In addition to transcript, must include copy of current RI Registered Nurse License.) | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Section B-6: Athletic Coach Permit (\$100) | | Valid for five years. | | | | |
| Please Check only ONE box: | | | | | First Issuance | Renewal |
| First Issuance: Must provide evidence of Red Cross First Aid, CPR and Fundamentals of Coaching Course; Renewal: Must provide evidence of current First Aid/CPR card and RIIL approved coursework | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Section B-7: Duplicate Request (\$50) | | Educator Certificate or Substitute Permit | | | | |
| | | | | | <input type="checkbox"/> | |

Section C: Required Information and Authorization

Instructions: Read the statements in the box below, provide answers to the following questions by placing a √ in the appropriate box, and sign and date the authorization line attesting to the accuracy of the information in this application.

Teachers and other school personnel certified by the State of Rhode Island must be of good moral character. Rhode Island General Law 16-12-3 states that "Every teacher shall aim to implant and cultivate in the minds of all children committed to his care the principles of morality and virtue." Your answers to the following questions regarding your employment, criminal, and certification history are important. Any criminal matter covered by a question must be disclosed regardless of how long ago it occurred or how unimportant it may seem. Criminal matters do not necessarily preclude certification, but the failure to answer a question truthfully may result in disqualification. Furthermore, Rhode Island General Law 11-18-1 prohibits the submission of a document containing a false and misleading statement to a public agency, and Rhode Island General Law 11-58-1 prohibits the use of a falsified educational record of a postsecondary institution. Disclosure of the Social Security Number on page1 is mandatory. It will be furnished to the Rhode Island Division of Taxation pursuant to Chapter 76 of Title 5 of the Rhode Island General Laws, which states that any person applying for or renewing a license to conduct a profession within Rhode Island must have filed all required state tax returns and paid all taxes due the state. The statute also requires the following certification: "I hereby certify, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state, entered into a written time payment agreement with the Rhode Island Division of Taxation, or am pursuing administrative or appellate review of unpaid taxes."

| | Yes | No |
|---|-----|----|
| 1. Have you ever been dismissed from any employment or have you ever resigned from any employment following the initiation of disciplinary action? If yes, attach an explanation. | | |
| 2. Are you the subject of disciplinary action in your present employment? If yes, attach an explanation. | | |
| 3. Have you ever been convicted of a felony or a misdemeanor? If yes, attach a copy of the conviction record(s). Expunged convictions must be disclosed under Rhode Island General Law 12-1.3-4 Attach an explanation stating the date, location and nature of the offense(s) involved in the expunged conviction(s). | | |
| 4. Have you ever entered a plea of nolo contendere to a felony or misdemeanor charge? If yes, attach a copy of the conviction and/or probation record(s). | | |
| 5. Are any felony or misdemeanor charges currently pending against you? If yes, attach an explanation. | | |
| 6. Do you hold a valid teaching certificate in any other state? State _____ Area(s) _____ Certificate No.(_____) | | |
| 7. Has your educator's certificate or license in another state ever been suspended, revoked, or surrendered? If yes, attach an explanation. | | |
| 8. Are you currently the subject of any action to revoke or suspend your educator's certificate or license? If yes, attach an explanation. | | |

AUTHORIZATION AND TAX CONFIRMATION:

I certify the accuracy of the information provided in this application and in any supporting documentation that I may submit. I have included all supporting documentation. I have read and understand the notice regarding Rhode Island laws above. I hereby authorize the release of information to the Department of Education for the purpose of investigating or verifying any information in my application.

| | |
|-----------------------------------|-----------------------------|
| _____ (Signature of Applicant) | _____/_____/_____ (Date) |
|-----------------------------------|-----------------------------|

We are not able to accept cash. Make check payable to the *General Treasurer – State of Rhode Island*

Please mail only pages 4-6 of the application, fee and all required documents to:
 RHODE ISLAND DEPARTMENT OF EDUCATION
 OFFICE OF EDUCATOR QUALITY AND CERTIFICATION
 255 WESTMINSTER STREET, 4TH FLOOR
 PROVIDENCE, RI 02903-3400