



**State of Rhode Island and Providence Plantations
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

To All New Applicants:

Thank you for expressing an interest in becoming a certified educator in the State of Rhode Island. Upon receipt of all required materials, your application will be forwarded to a certification specialist for evaluation. The review of your credentials can take up to 12 weeks, but can be longer during peak months of June through October.

**REQUIRED INFORMATION/DOCUMENTATION
(PLEASE REFER TO THE GENERAL INSTRUCTIONS)**

INITIAL APPLICATION PACKAGE

- Completed Application Form
- \$50.00 Fee – Check made payable to General Treasurer-State of Rhode Island
- Rhode Island Testing Requirement – Refer to number 4 under General Instructions.
- Official transcripts (student issued acceptable –NO COPIES) showing conferral of degree and completion of approved certification program. If conferral of degree has not been posted to transcript, you may submit a letter verifying conferral of degree and completion of an approved certification program. This verification must be in the form of an original letter from the institution's Certification Officer or Registrar. Do **NOT** have your transcript sent directly to the Department of Education. Your transcript **must accompany** your application.
- Copies of other state certificate(s) – if applicable, refer to number 6 under General Instructions.
- Statements of service – if applicable, refer to number 7 under General Instructions.

PLEASE NOTE: ONLY COMPLETE APPLICATION PACKAGES WILL BE EVALUATED.
PLEASE REFER TO THE ABOVE BOXES TO ENSURE THAT YOUR APPLICATION IS COMPLETE.

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Telephone (401) 222-4600 **Fax** (401) 222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

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