



Office of Educator Quality and Certification – Educator Certification

Frequently Asked Questions

	Question	Response
1	What are your hours of operation?	The Office of Educator Quality and Certification is open to the public 8 a.m. to 4 p.m., Monday – Friday.
2	What does "ID #" on the application stand for?	The ID # is the number on your certificate. If you are applying for the first time to be certified in Rhode Island or you can't find your ID #, please leave that section blank.
3	Where can I find the application on the RIDE web site?	Currently, we are only taking paper applications for renewal, reinstatement as well as first issuance. To apply, you need to download and print the application: <ol style="list-style-type: none">1. Go to our website at www.ride.ri.gov2. From the home page, look for and hover over "Teachers & Administrators" on the green menu bar.3. On the menu that comes up, click on EDUCATOR CERTIFICATION4. On the new page, scroll down and click on the tab that says "Applications & Requirements"5. Click on the PDF link named "Applications for Certification – General Educator Application"6. For one-year CTE or School Nurse Teacher certificates, click on the PDF link named "Applications for Certification – One Year Professional".7. Once you have printed the application, instructions for completion of the application can be found on pages 1-3.
4	What is the turnaround time for processing an application?	As we are transitioning to a new certification system, our current processing time is 14-16 weeks. Please note that during the summer months, processing time typically doubles.
5	How are applications processed?	Applications are processed in order of date and an application is date stamped when it is received. If complete and approved, a certificate is issued. If not, a status form letter is issued detailing what an applicant needs to do, within 90 days, in order to meet the requirements of the certificate.
6	Have you received my application?	We are unable to confirm receipt of your application until it has been processed. Applications are processed in order of date and may take up to 12 weeks to be entered in to our system.



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7	What do I need to submit for reciprocity?	You must include ALL of the following as one complete package to be processed: <ol style="list-style-type: none">1. Completed application2. Check or money order for the correct amount (See fees information in this document)3. Hardcopy of student-issued or official transcripts4. Hardcopy of your out-of-state teaching certificate(s)5. Hardcopy of any required assessment test scores. (Please note that ETS will not forward a hardcopy of an individual’s test scores to RIDE.)6. Work experience on original letterhead noting number of years, job title, and roles and responsibilities (as applicable)
8	Where can the general public go to check on certification information of educators who hold RI certification?	For certificates already issued, you can go to the eCert Educator Verification Portal/Public Portal at http://ecert.ride.ri.gov/public
9	Will I receive my certificate or status form in the mail?	Certificates and status forms are no longer mailed to educators. They can find electronic copies of all correspondence on the Correspondence tab in their certification portal. Educators will be notified by email that correspondence is waiting to be reviewed.
10	How do I show my Highly Qualified status when applying for a new position?	The certificate will print the ‘Highly Qualified’ designation that the educator holds.
11	As an educator, where can I go to see the status of my application, correspondence, and other certification-related information?	Educators can log in to eCert via RIDEmap to review the status of applications, print their certificates and edit their contact information.
12	Can I use the same username and password that I used to log into RICERT?	The RICert system has been retired and the username and password that was used in that system can no longer be used. To log in to the new certification system – called eCert, please visit: www.ride.ri.gov/RIDEmap



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13	What do I do if I can't remember my SSO ID (Single Sign-On ID) and password?	<p>The SSO password is also referred to as the RIDEmap password. RIDEmap passwords can be recovered from the following link: https://sso.ride.ri.gov/UserRegistration/USERPasswordRecovery.aspx Respond to the 3 security questions and the password recovery system will send an email with a temporary password.</p> <p>To recover a lost username please visit https://support.ride.ri.gov to submit a ticket. Most usernames are firstname.lastname and may have a number attached at the end if there is an identical name in the system.</p>