



**State of Rhode Island and Providence Plantations**  
**Department of Elementary and Secondary Education**  
 Educator Certification  
 General Application Form and Instructions

## REQUIRED DOCUMENTATION CHECKLIST

### PLEASE REFERENCE CHECKLIST BEFORE SUBMITTING YOUR APPLICATION

**All required documentation must be submitted for your application to be processed.** Transcripts already on file with the Rhode Island Department of Education should not be resubmitted when applying for a new certificate area. Please only submit transcripts for new coursework and/ or degrees completed.

**Coursework:**

- Official transcript with conferral of degree (photo copies are NOT accepted)

**Assessments:**

- Appropriate RI test scores (photo copies are accepted)

**Additional Credentials:**

- Copy of your current out of state certificate (if applicable)
- Copy of your Rhode Island license (Nursing and Social Work)
- Special Education certificates are dependent certificates. You must hold an independent certificate. For example, if you are applying for an Elementary Special Education certificate you **MUST** hold an Elementary Certificate.

**Fees:**

- Check or money order made payable to **General Treasurer State of Rhode Island**

Please mail **only pages 5-8** of the application, fee and all required documents to:

RHODE ISLAND DEPARTMENT OF EDUCATION  
 OFFICE OF EDUCATOR EXCELLENCE & CERTIFICATION SERVICES  
 255 WESTMINSTER STREET, 4TH FLOOR  
 PROVIDENCE, RI 02903-3400



# State of Rhode Island and Providence Plantations Department of Elementary and Secondary Education

## Educator Certification General Application Form and 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 Certificate, an Expert Residency Certificate, a Visiting Lecturer Certificate, Career and Technical Education Certificate, or School Nurse Teacher Certificate.

#### 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 Dual Language 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
  - **Reinstatement request:** To request reinstatement of an expired 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.
- Mail the completed application, fees, and documentation to the address on page 8 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 1/1/17 for a certificate expiring on 8/31/17).
- Application processing and evaluation varies during the year based on demand and averages 12-16 weeks.

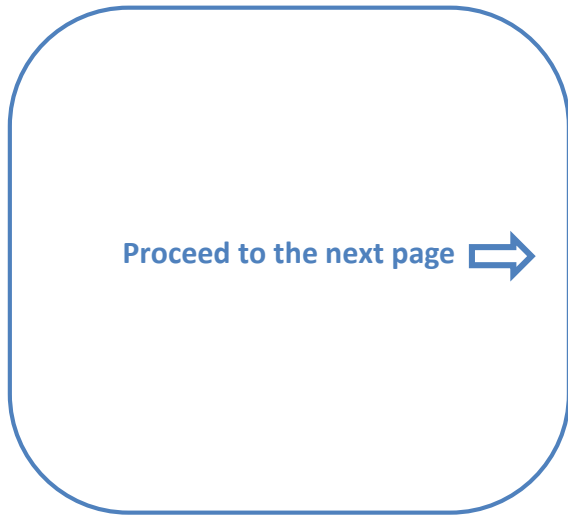
#### 4. For more information consult the Office of Educator Excellence and Certification Support Services website at:

<http://www.ride.ri.gov/Certification> or at [eqac@ride.ri.gov](mailto:eqac@ride.ri.gov).

## Certification Codes

<b>Teacher Certificate Areas</b>			
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*
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11201	Elementary Education Teacher, Grades 1-6	11291	Elementary Bilingual and Dual Language Education Teacher, Grades 1-6*
11281	Elementary Special Education Teacher, Grades 1-6*	11292	Elementary English as a Second Language Education Teacher, Grades 1-6*
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11301	Middle Grades English Teacher, Grades 5-8	11304	Middle Grades Social Studies Teacher, Grades 5-8
11331	Middle Grades English Teacher Elementary Extension, Grades 5-8*	11334	Middle Grades Social Studies Teacher Elementary Extension, Grades 5-8*
11341	Middle Grades English Teacher Secondary Extension, Grades 5-8*	11344	Middle Grades Social Studies Teacher Secondary Extension, Grades 5-8*
11302	Middle Grades Mathematics Teacher, Grades 5-8	11381	Middle Grades Special Education Teacher, Grades 5-8*
11332	Middle Grades Mathematics Teacher Elementary Extension, Grades 5-8*	11391	Middle Grades Bilingual and Dual Language Education Teacher, Grades 5-8*
11342	Middle Grades Mathematics Teacher Secondary Extension, Grades 5-8*	11392	Middle Grades English as a Second Language Education Teacher, Grades 5-8*
11303	Middle Grades Science Teacher, Grades 5-8		
11333	Middle Grades Science Teacher Elementary Extension, Grades 5-8*		
11343	Middle Grades Science Teacher Secondary Extension, Grades 5-8*		
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11401	Secondary Grades Agriculture Teacher, Grades 7-12	11408	Secondary Grades Mathematics Teacher, Grades 7-12
11402	Secondary Grades Biology Teacher, Grades 7-12	11409	Secondary Grades Physics Teacher, Grades 7-12
11403	Secondary Grades Business Education Teacher, Grades 7-12	11410	Secondary Grades Social Studies Teacher, Grades 7-12
11404	Secondary Grades Career and Technical Education Teacher, Grades 7-12	11481	Secondary Special Education Teacher, Grades 7-12*
11405	Secondary Grades Chemistry Teacher, Grades 7-12	11491	Secondary Grades Bilingual and Dual Language Education Teacher, Grades 7-12*
11406	Secondary Grades English Teacher, Grades 7-12	11492	Secondary Grades English as a Second Language Teacher, Grades 7-12*
11407	Secondary Grades General Science Teacher, Grades 7-12		
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11501	All Grades Art Teacher, Grades PK-12	11510	All Grades Theatre Teacher, Grades PK-12
11502	All Grades Dance Teacher, Grades PK-12	11512	All Grades World Language Teacher, Grades PK-12
11503	All Grades Family and Consumer Science Teacher, Grades PK-12	11582	All Grades Special Education – Deaf and Hard of Hearing, Grades PK-12*
11504	All Grades Health Teacher, Grades PK-12	11583	All Grades Special Education – Visually Impaired, Grades PK-12*
11505	All Grades Library Media Teacher, Grades PK-12	11584	All Grades Special Education – Severe Intellectual Disability, Grades PK-12*
11506	All Grades Music Teacher, Grades PK-12	11585	All Grades Adapted Physical Education Teacher, Grades PK-12*
11507	All Grades Physical Education Teacher, Grades PK-12	11591	All Grades Bilingual and Dual Language Education Teacher, Grades PK-12*
11508	All Grades School Nurse Teacher, Grades PK-12	11592	All Grades English as a Second Language Education Teacher, Grades PK-12*
11509	All Grades Technology Education Teacher, Grades PK-12		
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<b>Administrator Certificate Areas</b>			
12001	Building Level Administrator, Grades PK-12	12015	School Business Administrator
12011	District Level Administrator – Curriculum, Instruction, and Assessment*	12016	Superintendent of Schools
12012	District Level Administrator Special Education*		
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<b>Support Professional Certificate Areas</b>			
13001	School Counselor	13011	Reading Specialist/Consultant*
13002	School Psychologist	13012	Mathematics Specialist/Consultant*
13003	School Social Worker	13013	English as a Second Language Specialist/Consultant*
13004	Speech and Language Pathologist	13021	Instructional Leader*

\*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/Certification>





**RHODE ISLAND EDUCATOR CERTIFICATION  
GENERAL APPLICATION FORM**

**Section A: Applicant Information (Please Print Clearly)**

ID# (First time applicants please leave blank)

Social Security Number: **(REQUIRED)**

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Last Name: **(REQUIRED)**

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Suffix:

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Previous Last Name (and Suffix)– If applicable:

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First Name: **(REQUIRED)**

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Middle Name or Initial:

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Date of Birth: (MM/DD/YY) **(REQUIRED)**

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<p>Home Address: <b>(REQUIRED)</b></p> <hr/> <p>Address Line 1</p> <hr/> <p>Address Line 2</p> <hr/> <p>City/Town</p> <hr/> <p>State <span style="margin-left: 100px;">Zip</span></p>	<p>Phone: <b>(REQUIRED)</b></p> <p>( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Primary Phone</p> <p>( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Cellular Phone</p> <p>Email <b>(REQUIRED)</b></p> <p>_____ @ _____</p> <p>Primary Email</p> <p>_____ @ _____</p> <p>Additional Email</p>
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<p><b>Ethnicity:(Optional)*</b></p> <p><input type="checkbox"/> Hispanic/Latino</p> <p><input type="checkbox"/> Not Hispanic/Latino</p>	<p><b>Race: (Optional)*</b></p> <p><input type="checkbox"/> American Indian/Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Native Hawaiian/Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Two or More Races</p>	<p><b>Gender: (Optional)*</b></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>
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<p><b>*RIDE seeks to understand and further diversify our teacher workforce. RIDE urges applicants to provide information that will help us better understand and report on workforce diversity.</b></p>	<p>Date Stamp:</p>
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**Section B: Certification Information (See page 2 of this packet for more information)**

**Certification Area(s): Identify each Certification Area requested using the Certification Area Codes from page 3**

<b>Section B-1 Full Certification 3 Year Initial</b>	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.		
3 Year Initial <b>(\$100 for 1<sup>st</sup> certificate and \$50 PER ADDITIONAL certification area)</b>		First Issuance	Renewal
Please check only ONE box:		<input type="checkbox"/>	<input type="checkbox"/>
Example:11101			
For World Language and Bilingual certification please state the language.			
<b>Section B-2 Full Certification 5 Year Professional</b>	For all applicants who previously held a 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.		
5 year Professional <b>(\$200 for 1<sup>st</sup> certificate \$100 PER ADDITIONAL certification area)</b>		First Issuance	Renewal
Please check only ONE box:		<input type="checkbox"/>	<input type="checkbox"/>
Example:11101			
<b>Section B-3 Full Certification 7 Year Advanced</b>	For all applicants who previously held a 7 Year Advanced Certificate or for applicants who have met the requirements to progress from a 5 Year Initial to a 7 Year Advanced Certificate. The 7 Year Professional Certificate may be renewed consistent with renewal requirements.		
7 year Professional <b>(\$200 for 1<sup>st</sup> certificate \$100 PER ADDITIONAL certification area)</b>		First Issuance	Renewal
Please check only ONE box:		<input type="checkbox"/>	<input type="checkbox"/>
Example:11101			
<b>Section B-4: Reinstatement of Expired Certificate (\$100 <u>IN ADDITION</u> to certification fee for each area)</b>			
Example:11011			

Certification Fees

All certification application fees are for processing requests 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 or debit/credit cards.

**Make check payable to the General Treasurer – State of Rhode Island.**

An individual adding a new certificate(s) to a previously issued 3 Year Initial, 5 Year Professional or 7 Year Advanced Certificate is charged a reduced fee for the new certificate(s) - \$50 for a 3 Year Initial, \$100 for a 5 Year Professional or a 7 Year Advanced.

Type of Request	Fee
3 Year Initial Educator Certificate First Issuance/ Renewal	\$100.00 for first certification area \$50.00 for each additional certification area or if adding a certification area(s) to a previously issued certificate
5 Year Professional/7 Year Advanced Educator Certificate First Issuance/ Renewal	\$200.00 for first certification area \$100.00 for each additional certification area or if adding a certification area(s) to a previously issued certificate
Reinstatement of Certificate	\$100.00 (IN ADDITION to certification fee for each area)

**Section C: Required Information and Authorization**

Read the statements in the box below provide answers to the following questions 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.”

<b>Legal Questions:</b>			
For each response of ‘YES’ you must attach a detailed explanation and specified documentation to your application. If you have previously submitted documentation for a specified question, you do not need to resubmit. Please indicate that the documentation was previously submitted in the margin next to the applicable question. Please note that there is a continuing duty to submit supplemental documentation relating to any events or circumstances requiring a “yes” response to the questions below.		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.	Has your educator’s certificate or license in another state ever been suspended, revoked, or surrendered? If yes, attach an explanation.		
7.	Are you currently the subject of any action to revoke or suspend your educator’s certificate or license? If yes, attach an explanation.		

<b>OUT OF STATE CERTIFICATION</b>		Yes	No
Do you hold a valid educator certificate in any other state?			
<b>If yes, provide the following information:</b>			
State:	Certification Area:	Certification Number:	

**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)
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Please mail only pages 5-8 of the application, fee and all required documents to:

RHODE ISLAND DEPARTMENT OF EDUCATION  
OFFICE OF EDUCATOR EXCELLENCE & CERTIFICATION SERVICES  
255 WESTMINSTER STREET, 4<sup>TH</sup> FLOOR  
PROVIDENCE, RI 02903-3400