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, an Expert Residency Certificate, a Visiting Lecturer Certificate, a One-Year Career and Technical Education Certificate, or a One-Year School Nurse Teacher Certificate. It may also be used by individuals seeking a RIDE Credential Review.

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
    - **Reinstatement request**: To request reinstatement of an expired RI educator certification
    - **RIDE credential review**: To request RIDE to review transcripts and progress towards certification for a limited number of certification areas, complete either Section B-1 or B-2, as appropriate
    - **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
- 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 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 1/1/12 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/Certification or at eqac@ride.ri.gov.

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

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

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 or if adding a certification area(s) to a previously issued certificate
5 Year Professional Educator Certificate First Issuance AND 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)
RIDE Credential Review	$100.00 for each available certificate area
Substitute Teacher Permit	$50.00
Athletic Coach Permit	$100.00

Required Documentation

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	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*
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*		
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 712	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		
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		
Administrator Certificate Areas			
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*		
Support Professional Certificate Areas			
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*
Permits			
14001	Athletic Coach Permit	14003	Substitute School Nurse Teacher Permit
14002	Substitute Teacher Permit		

*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

See the following page for Certificate Areas no longer issued.

Certificate Areas no longer issued. These Certificate Areas may only be renewed by current holders.

11593	All Grades English as Second Language Specialist, Grades PK-12	91443	Teacher Of Sensory Impaired Multi-Disabled
11681	Elementary/Middle Special Education Teacher, grades K-8	91444	Teacher Of Secondary Philosophy
11781	Middle/Secondary Special Education Teacher, Grades 7-12	91445	Teacher Of Secondary Physical Sciences
12013	Administrator of Curriculum and Instruction	91446	Teacher Of Secondary Psychology
12014	Administrator of Special Education	91447	Teacher Of The Secondary Sciences
91001	Critic Teacher	91494	Content ESL
91002	Lower Middle School Endorsement, Grades 05-06	95041	Art Supervisor
91003	Media Communications	95042	Guidance Supervisor
91004	Teacher Of Audio-Visual Communications Technology	95043	Health Supervisor
91005	Teacher Of Elementary, Grades K-6	95044	Home Economics Supervisor
91006	Teacher Of Fashion Merchandising	95001	Home Visitor (Attendance)
91007	Teacher Of Marine Occupations	95045	Library Supervisor
91008	Teacher Of Physically Impaired/Multi-Disabled	95046	Music Supervisor
91440	Teacher Of Secondary Computer Science	95047	Physical Education Supervisor
91441	Teacher Of Secondary Earth Science	95048	Reading Supervisor
91442	Teacher Of Secondary Grades		

RHODE ISLAND EDUCATOR CERTIFICATION

GENERAL APPLICATION FORM

Section A: Applicant Information (Please Print Clearly)

ID# (First time applicants please leave blank)

Social Security Number: -- --

Last Name:

Suffix:

Previous Last Name (and Suffix)– If applicable:

First name:

Middle Name or Initial:

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

Home Address:

Address Line 1

Address Line 2

City/Town

State Zip

Phone:

( ) -

Primary Phone

( ) -

Cellular Phone

Email:

@

Primary Email

@

Additional Email

Ethnicity: (Optional)

- ☐ Hispanic/Latino
- ☐ Not Hispanic/Latino

Race: (Optional)

- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ White
- ☐ Two or More Races

Gender: (Optional)

- ☐ Female
- ☐ Male

For office use only; please continue to next page.

Date Stamp:

Full Cert		Credential Review	Reinstatement	Substitute	Coach
3yr	First/Renew			General/SNT	First /Renew
5yr	First/Renew				

Notes

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 certificate, $50 per additional certification area or $50 per certification area if adding a new certification area(s) to a previously issued certificate)**		☐	☐
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
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 certificate, $100 per additional certification area or $100 per certification area if adding a new certification area(s) to a previously issued certificate)**		☐	☐
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
For World Language, Bilingual and Bicultural, or CTE certification requests, please state the language or CTE area(s).			

Section B-3: 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	☐	☐
School Nurse Teacher (In addition to transcript, must include copy of current RI Registered Nurse License.)	☐	☐

Section B-5: 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	☐	☐

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."

Legal Questions: 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.		

OUT OF STATE CERTIFICATION			**Yes**	**No**
Do you hold a valid educator certificate in any other state? **If yes, provide the following information:**				
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)

Please mail only pages 5-8 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