

GENERAL INSTRUCTIONS

Chapter 16-11-1 of the General Laws of Rhode Island requires that all educational personnel be properly certified PRIOR to being employed in an educational setting that requires certification.

1. **COMPLETE APPLICATION FORM:** Applications must be TYPED or PRINTED. All questions must be answered accurately and completely. Entry of false information may result in denial or revocation of the certificate. **PLEASE NOTE: ONLY COMPLETE APPLICATION PACKAGES WILL BE EVALUATED.**
2. **PAY CERTIFICATION FEE (NON-REFUNDABLE):** Only a money order or personal check for \$50.00, payable to the General Treasurer- State of Rhode Island will be accepted. Cash will not be accepted. The initial application fee includes the evaluation of credentials for issuance/denial of certification. If approved, the application fee covers issuance of all certificates requested at the time of initial application. If denied, a status form that details the requirements that need to be satisfied will be mailed. Applications will be kept on file for two (2) years and if requirements are completed during that time, certification will be issued without an additional fee. An evaluation of credentials for certification is based upon current regulations and is subject to change at any time new certification requirements are adopted. If the requirements are not met within two years, the application will be destroyed.
3. **INCLUDE TRANSCRIPTS:** Official college transcripts must be submitted with the application showing conferral of all degrees. Original student transcripts are acceptable; copies are not accepted. Transcripts must not be sent separately to the Office of Teacher Certification. Transcripts must accompany the application.
4. **MEET TESTING REQUIREMENTS:** Except for vocational teachers*, all individuals applying for a teaching certificate in Rhode Island must pass the appropriate test(s) as noted below for the designated teaching certificates. Test results must accompany the application. Educational Testing Service (ETS) administers these examinations through the PRAXIS Series of assessments. ETS can be contacted by calling (609) 771-7395 or on line at www.ets.org. Registration booklets can also be secured at most institutions of higher education with teacher preparation programs.

The following tests and passing scores are required for certification in Early Childhood, Early Childhood Special Educator, Elementary, Elementary Special Educator, and Special Educator of Students with Severe Profound Disabilities:

- Early Childhood Education: Education of Young Children (0021)- Passing Score 171
- Early Childhood Education: Early Childhood Content Knowledge Test (0022)-Passing Score 169

- Elementary Education: Content Knowledge Test (0014) – Passing Score 145
- Elementary Education: Content Area Exercises Test (0012) – Passing Score 148

The following test and passing score are required for all secondary teaching certificates:

- Principles of Learning & Teaching 7-12 – Passing score 167

The following test and passing score are required for PK-12 special subjects area teachers:

- Principles of Learning & Teaching K-6 – Passing score 167
- OR
- Principles of Learning & Teaching 7-12 – Passing score 167

The following tests and passing scores are required for a Bilingual Endorsement in Spanish:

- Spanish Content Knowledge (10191) – Passing score 156
- Spanish Productive Language Skills (20192) – Passing score 174

- Middle School Endorsement:
 - English-Middle School English Language Arts (0049)-Passing Score 162
 - Mathematics-Middle School Mathematics (0069)-Passing Score 158
 - Science-Middle School Science (0439)-Passing Score 154
 - Social Studies-Citizenship Education: Content Knowledge (0087)-Passing Score 160

A COPY OF THE TEST REPORT MUST BE INCLUDED IN THE APPLICATION.

*Vocational Educators are required to complete the National Occupational Competency Testing Institute (NOCTI) exam.

5. DOCUMENT RECENCY OF STUDY: Individuals who do not possess a Master's Degree at the time of their application must show recency of study; that is, six (6) semester hours of college work within the past five (5) years.
6. DOCUMENT PRIOR TEACHER SERVICE (IF REQUIRED): Some certificates require teaching experience for the issuance of the certificate. For the issuance of these certificates, official statement(s) from all employers (Superintendent and/or designee) indicating length of service, grade level and area(s) of teaching experience and/or experience in an educational setting must be submitted
7. DOCUMENT PREPARATION OR EXPERIENCE THROUGH INTERSTATE CERTIFICATION COMPACT (ICC) (IF APPLICABLE)

Out of state applicants: (See enclosed list of states participating in the ICC.)

- Graduates of approved teacher education programs from another member state of the ICC who have graduated within the past five (5) years **MUST** submit a copy of their current, valid certificate and a prior service statement. Graduates of these approved programs, who have also taken the designated test(s) as noted in #4, are entitled to initial certification in Rhode Island.
- Enhanced Reciprocity (certified educators from states party to the ICC): Rhode Island has adopted enhanced reciprocity. This provides certification in Rhode Island to applicants who hold a valid and comparable certificate from another member state of the ICC. Application packages under the ICC must include #1, 2, and 3, and a copy of a valid certificate from the member state. Applicants must also meet specific degree requirement for certification.

RETURN COMPLETED APPLICATION PACKAGE WITH ALL CREDENTIALS TO:

RHODE ISLAND DEPARTMENT OF EDUCATION
 OFFICE OF EDUCATOR QUALITY AND CERTIFICATION
 THE SHEPARD BUILDING
 255 WESTMINSTER STREET
 PROVIDENCE, RI 02903-3400

TEL. NO. (401) 222-4600

NOTE: AN EVALUATION OF CREDENTIALS FOR CERTIFICATION IS BASED UPON CURRENT REGULATIONS AND IS SUBJECT TO CHANGE AT ANY TIME NEW CERTIFICATION REQUIREMENTS ARE ADOPTED.

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