

## GLOSSARY OF TERMS

Accredited Institution of Higher Education	Any postsecondary institution of higher education accredited by one (1) of the regional accrediting commissions.
Approved Institution of Higher Education	Any Rhode Island institution of higher education approved by the RI Board of Governors for Higher Education.
Alternative Educator Preparation Program	A program that provides preparation to educator candidates who serve as teachers of record while completing the approved program. These programs may be offered by an institution of higher education, a professional organization or a private service provider. These programs are approved by the RI. Department of Education according to state program approval requirements.
Certificate	A document issued by the RI Department of Education that states an educator's area(s) of certification from date of issuance to date of expiration.
Certificate of Eligibility for Employment (CEE) – valid for 3 years	A CEE is a three (3) year certificate issued to individuals who have satisfied all requirements for certification but who have not secured regular employment in public, state operated or charter schools in Rhode Island.
Certificate Expiration	All certificates expire on August 31 of the stated year. All renewal requirements must be met, and applications and fees submitted by August 31 of the year of certificate expiration. Certificates not renewed within six (6) months from the date of expiration will be subject to the reinstatement fee in addition to a certificate renewal fee.
Emergency Permit—valid for one (1) year	A one (1) year emergency permit can be issued to individuals who do not meet requirements for the professional certification to assume regular employment in a specific school district in Rhode Island. The one (1) year emergency permit is issued at the request of a local school superintendent after he/she has documented that the services of a fully certified educator are unavailable.
Endorsement	A provision added to a teaching certificate that expands on the validity of the area of certification; e.g. a physical education certificate can be endorsed to be valid for adapted physical education instruction by satisfying the requirements for this endorsement area.
Evidence of Coursework	Official college/university transcripts. Only original student issued transcripts are acceptable
Extension of Certificates	Educators who hold regular employment but who serve for less than 135 days in any school year during the life of their certificate are entitled to a one (1) year extension of the professional certificate for each year in which they were employed for less than 135 days.
I-Plan	An I-Plan is a goals-driven professional development plan for re-certification that is informed by self-study, grounded in the professional standards, connected to school/district initiatives, and supported by plans for professional development.
Inactive Renewal	Professional certificates that have been used for less than three (3) years may be renewed as inactive renewal for a full five (5) years. No I-Plan is required for the renewal. The full renewal fee is required.

Professional Certificate—valid for five (5) years	A professional certificate is a certificate issued to an individual who holds regular employment in the schools of Rhode Island.
Regular Employment	Regular employment is any appointment to a tenure track position in a public school, other than a substitute teacher, that requires the individual to hold an appropriate certificate issued by the RI Department of Education.
Renewal of the Professional Certificate	Renewal of the Professional Certificate requires the successful completion of an I-Plan for individuals who hold regular employment for the five (5) year term of the certificate
Reinstatement	Expired certificates may be reinstated for a fee of \$100 in addition to the certificate renewal fee so long as the educator meets all current requirements for the certificate sought. The reinstatement fee is applied to any application for renewal of an expired certificate received after the last day in February.
Substitute Permit	A substitute permit is issued to individuals who hold a bachelor's degree. It is valid for one (1) school year and can only be used for employment as a day to day substitute teacher. It can be renewed annually.
Teacher Assistants	Trained members of the educational team who meet state and federal requirements to provide instructional support or other direct services to students or parents or legal guardians under the direction and supervision of the classroom teacher or other appropriately certified professional staff.
Two (2) Year Professional Certificate	A two (2) year professional certificate may be issued to educators who completed and approved teacher preparation program and have satisfied testing requirements for the area of certification, but who do not meet current requirements or who have not completed requirements for renewal of their certificate. This certificate allows the individual to assume regular employment or to continue regular employment for a two (2) year period with the stipulation that all requirements for professional certification are completed within two (2) years. This certificate can be issued only once to an individual and is not renewable.
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