ID No. _____

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUEST APPLICATION FORM

Print or Type Applicant's Full Name:

_____
Last **First** **M.**

_____
Birth Name

_____
Street

_____
City or Town **State** **Zip**

( )
_____ _____
Telephone Number **Date of Birth**

_____
E-Mail Address (PLEASE USE ALL CAPS)

Check as appropriate for each section: (response is voluntary)

Race: __ **Amer. Indian/Alaskan Native** __ **Hispanic**
__ **Asian/Pacific Islander** __ **White**
__ **Black** __ **Other**

Sex: __ **Male** __ **Female**

___ ___ ___ -___ ___ - ___ ___ ___ ___
Social Security Number
Notice/Affidavit

Disclosure of the Social Security Number 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.

_____ _____
Signature **Date**

SECTION A: REQUEST FOR DUPLICATE CERTIFICATE:

☐ **Please issue a duplicate copy of current certificate in _____ ($50.00 non-refundable fee)**

_____

SECTION B: REQUEST FOR REINSTATEMENT OF EXPIRED CERTIFICATE: (See Section E for fee schedule)

☐ **I am requesting reinstatement of my expired Rhode Island certificate in the area(s) of (see page 4) _____**

****Certificates not received prior to expiration date will be subject to the reinstatement fee of $100 in addition to the certificate renewal fee.**

SECTION C: REQUIRED INFORMATION:

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

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1. ***Have you ever been dismissed from any employment or have you ever resigned or employment following the initiation of disciplinary action? If yes,*** *attach an explanation.* _____***YES*** _____***NO***

2. ***Are you the subject of disciplinary action in your present employment? If yes, attach an explanation.*** _____***YES*** _____***NO***

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).*** _____***YES*** _____***NO***

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).*** _____***YES*** _____***NO***

5. *Are any felony or misdemeanor charges currently pending against you? If yes, attach an explanation.* _____*YES* _____*NO*

6. *Do you hold a valid teaching certificate in any other state?* _____*YES* _____*NO*
State _____ *Area(s)*_____ *Certificate No.(*_____*)*

7. *Have you ever been denied an educator's certificate or license for reasons other than your failure to meet academic or work experience requirements? If yes, attach an explanation stating date, state, and reason(s) for denial.* _____*YES* _____*NO*

8. *Has your educator's certificate or license in another state ever been suspended, revoked, or surrendered? If yes, attach an explanation.* _____*YES* _____*NO*

9. *Are you currently the subject of any action to revoke or suspend your educator's certificate or license? If yes, attach an explanation.* _____*YES* _____*NO*

SECTION D. AUTHORIZATION:

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)*

SECTION E: CERTIFICATION FEES: ALL FEES ARE NON-REFUNDABLE

Certificate Type	New Fee
Certificate of Eligibility for Employment (CEE)	$50
One-Year Professional Certificate (not transitional)	$100
Emergency Permit	$200
Substitute Permit	$50
Endorsement- Initial Issuance	$50
Endorsement- Renewal	$25
****Reinstatement Fee**	$100 (for all certificates received after expiration date)
Athletic Coach	$100
Duplicate Certificate	$50
Evaluation of Credentials	$50

NOW YOU CAN APPLY ON LINE AND PAY USING A CREDIT CARD **WWW.RICERT.RIDE.RI.GOV/RIDE**

PLEASE MAKE CHECK PAYABLE TO: ***GENERAL TREASURER-STATE OF RI***

ALL FEES ARE NON-REFUNDABLE

NOTE: TO ENSURE THAT YOUR APPLICATION IS PROCESSED, INCLUDE ALL DOCUMENTATION.
NOTE*: WE ARE UNABLE TO ACCEPT CASH .*

Please mail application, fee and required documents to:

Rhode Island Department of Education
Office of Educator Quality and Certification
255 Westminster St.
Providence, RI 02903-3400

To be acceptable, application must be dated within the past three (3) months and signed by the applicant.

CERTIFICATION AREAS ISSUED BY THE RHODE ISLAND DEPARTMENT OF EDUCATION

____ Early Childhood

____ Elementary Teacher

____ English as a Second Language Specialist

____ School Nurse Teacher

Secondary:

____ Agriculture ____ English ____ History
____ Business Education ____ Foreign Language (specify language) ____ Mathematics
Science (specify science area):
____ Biology ____ Chemistry ____ General Science ____ Physics
____ History (for social studies certificate see endorsements listed below)
____ Other Academic Areas not listed above (for emerging secondary areas only)

Special Education:

____ Special Educator-Early Childhood ____ Special Educator-Severe Profound Disabilities
____ Special Educator Mild Moderate-Elem/Middle Level ____ Special Educator-Blind/Partially Sighted
____ Special Educator Mild Moderate-Middle/Secondary Level ____ Special Educator-Deaf/Hard of Hearing

Special Subjects:

____ Art ____ Home Economics ____ Physical Education
____ Dance ____ Library Media ____ Theatre ____ Health
____ Music ____ Technology Education Teacher (specify ____Vocational field) _____

Support Professional:

____ Reading Specialist/Consultant ____ School Social Worker
____ School Counselor ____ Speech/Language Pathologist
____ School Psychologist _____English as a Second Language Specialist

Administrative:

____ Administrator of Curriculum Instruction ____ Middle/Secondary Principal
____ Administrator of Special Education ____ Reading Supervisor/Director
____ Elementary/Middle Principal ____ Special Subjects Administrator
____ Guidance Supervisor ____ Superintendent of Schools
____ School Business Administrator

Endorsements: An endorsement is 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).

____ Bilingual-Bicultural Endorsement ____ English as a Second Language Endorsement for Subject Content Area Teachers (must hold secondary content other than English or Foreign Language, or a special subject certificate)
____ Driver Education
____ Middle School Endorsement
____ English as a Second Language Endorsement: (must hold Elem., Early Childhood, Sec. English and Foreign Language) ____ Adaptive Physical Education
____ Social Studies Endorsements: (must qualify for history)
____Anthropology ____ Geography _____Sociology
____Political Science ____ Economics