



State of Rhode Island
Department of Elementary and Secondary Education
 Educator Certification
 Expert Residency Preliminary Certification Application

REQUIRED DOCUMENTATION CHECKLIST

PLEASE REFERENCE CHECKLIST BEFORE SUBMITTING YOUR APPLICATION



You can now apply and pay online!

Go to <https://portal.ride.ri.gov/Account/Login>

We strongly recommend applying online for an easier user experience.

All required documentation must be submitted for your certification to be issued. Applicants do not need to resubmit transcripts already on file with the Rhode Island Department of Education when applying for a new certificate area. Please only submit transcripts for new coursework and/ or degrees completed.

Application:

- Completed, signed application

Coursework:

- Official transcript with conferral of degree from an accredited institution (No photocopies, please.)

Assessments:

- Appropriate RI test scores, if applicable (Photocopies are permitted.)

Additional Credentials:

- Copy of your Rhode Island license or industry credential, if applicable

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 SUPPORT SERVICES
 255 WESTMINSTER STREET, 4TH FLOOR
 PROVIDENCE, RI 02903-3400



State of Rhode Island

Department of Elementary and Secondary Education

Educator Certification

Expert Residency Preliminary Certification Application

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.
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Expert Residency Preliminary Certificate is a preliminary certificate awarded to prospective educators who demonstrate sufficient preparation in subject matter, administrative expertise, or other certificate area specific requirements to be considered for positions as educators while pursuing certification. These prospective educators can seek employment as teachers of record in employing agencies that are willing to employ them while the individual pursues full certification. Certified educators seeking to add new certification areas may also use the Expert Residency Certificate as part of a route to certification.

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 an individual seeking an Expert Residency Preliminary Certificate.
- An Expert Residency Preliminary Certificate is awarded only to an individual who meets all the [requirements](#).
- This certificate may be renewed three times (provided the applicant meets all renewal requirements).

2. How to complete this application:

- Provide the required information in Sections A, B, and D. Section C, on Page 6, should only be completed for renewal.
- 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 and renewal:

- Individuals may submit their application at any time in the year.
- Renewals may be submitted after January 1st of the following year.

4. For more information consult the Office of Educator Excellence and Certification Support Services website at: www.ride.ri.gov/Certification or email egac@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*

Type of Request	Fee
Expert Residency Preliminary Certification: <i>Issuance and Renewal</i>	\$100.00 for each certification area

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*
11182	Early Childhood Special Education Teacher, Birth through Grade 2		
11201	Elementary Education Teacher, Grades 1-6	11291	Elementary Bilingual and Dual Language Education Teacher, Grades 1-6*
11282	Elementary Special 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 Extn., Grades 5-8*	11334	Middle Grades Social Studies Teacher Elementary Extn., Grades 5-8*
11341	Middle Grades English Teacher Secondary Extn., Grades 5-8*	11344	Middle Grades Social Studies Teacher Secondary Extn., Grades 5-8*
11302	Middle Grades Mathematics Teacher, Grades 5-8	11382	Middle Grades Special Education Teacher, Grades 5-8
11332	Middle Grades Mathematics Teacher Elementary Extn., Grades 5-8*	11391	Middle Grades Bilingual and Dual Lang. Education Teacher, Grades 5-8*
11342	Middle Grades Mathematics Teacher Secondary Extn., Grades 5-8*		
11303	Middle Grades Science Teacher, Grades 5-8		
11333	Middle Grades Science Teacher Elementary Extn., Grades 5-8*		
11343	Middle Grades Science Teacher Secondary Extn., Grades 5-8*		
11401	Secondary Grades Agriculture Teacher, Grades 7-12	11407	Secondary Grades General Science Teacher, Grades 7-12
11402	Secondary Grades Biology Teacher, Grades 7-12	11408	Secondary Grades Mathematics Teacher, Grades 7-12
11403	Secondary Grades Business Education Teacher, Grades 7-12	11409	Secondary Grades Physics Teacher, Grades 7-12
11404	Secondary Grades Career and Technical Education Teacher, Grades 7-12	11410	Secondary Grades Social Studies Teacher, Grades 7-12
11405	Secondary Grades Chemistry Teacher, Grades 7-12	11482	Secondary Grades Special Education Teacher, Grades 7-12
11406	Secondary Grades English Teacher, Grades 7-12	11491	Secondary Grades Bilingual and Dual Lang. Education 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	11585	All Grades Adapted Physical Education Teacher, Grades PK-12*
11504	All Grades Health Teacher, Grades PK-12	11586	All Grades Special Education – Deaf and Hard of Hearing, Grades PK-12 - American Sign Language
11505	All Grades Library Media Teacher, Grades PK-12	11587	All Grades Special Education – Deaf and Hard of Hearing, Grades PK-12 - Oral/Aural Communication
11506	All Grades Music Teacher, Grades PK-12	11588	All Grades Special Education – Visually Impaired, Grades PK-12
11507	All Grades Physical Education Teacher, Grades PK-12	11589	All Grades Special Education – Severe Intellectual Disability, Grades PK-12
11508	All Grades School Nurse Teacher, Grades PK-12	11591	All Grades Bilingual and Dual Language Education Teacher, Grades PK-12*
11509	All Grades Technology Education Teacher, Grades PK-12	11594	All Grades English to Speakers of Other Languages Teacher, Grades PK-12
Administrator Certificate Areas			
12001	Building Level Administrator, Grades PK-12	12016	Superintendent of Schools
12011	District Level Administrator – Curriculum, Instruction, and Assessment*	12017	District Level Administrator Special Education
12015	School Business Administrator		
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*

*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 www.ride.ri.gov/Certification





For Office Use only:
Date Stamp

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RHODE ISLAND EDUCATOR CERTIFICATION
EXPERT RESIDENCY PRELIMINARY CERTIFICATION 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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Home Address: **(REQUIRED)**

Address Line 1

Address Line 2

City/Town

State

Zip

Phone: **(REQUIRED)**

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Primary

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Additional

Email: **(REQUIRED)**

_____ @ _____

Primary Email

_____ @ _____

Additional Email

Ethnicity*:
(REQUIRED)

- Hispanic/Latino
- Not Hispanic/Latino
- I do not wish to respond

Race*:
(REQUIRED)

- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White
- I do not wish to respond

Gender*:
(REQUIRED)

- Female
- Male
- I do not wish to respond

***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.**

Section B: Certification Information

Section B-1 Expert Residency Preliminary Certification: First Issuance or Renewal		Note: The Expert Residency Preliminary Certificate is valid for one year.	
Please check only ONE box:		First Issuance	Renewal
		<input type="checkbox"/>	<input type="checkbox"/>
Certification Area(s): \$100.00 for each certification area			

Section C: Renewal Attestation

Section C-1 (To be completed by the LEA recommending the Expert Residency for each renewal)	
I certify by my signature that: <input type="checkbox"/> The said candidate has been recommended for renewal based on performance.	
_____ Signature of Superintendent or Director of School	_____ Date
_____ School District	

Section C-2 Renewal Attestation (To be completed by the educator preparation provider recommending the Expert Resident for each renewal)	
The Renewal Attestation by the Preparation Program provider can be verified by submission of ONE of the following: a. completion of section C-3 (below) or b. completed Entrance/Exit Assessment document from the approved credential review program of study or c. letter from an approved program stating the educator’s enrollment.	
C-3	
I certify by my signature that: <input type="checkbox"/> The said candidate has begun their course of study to work towards full certification in RI.	
_____ Signature of Provider Representative	_____ Date
_____ Position, Organization	
_____ Email	

Section D: Required Information and Authorization (To be completed by the Applicant)

Read the statements in the box below, provide answers to the following questions by placing a V in the appropriate box, 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:	
State:	Certification Area:	Certification Number:	
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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