



State of Rhode Island
Department of Elementary and Secondary Education
 Educator Certification
 Endorsement Application Form and Instructions

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 application to be processed. Transcripts already on file with the Rhode Island Department of Education should not be resubmitted when applying for a new certificate area. Please submit transcripts only for new coursework and/ or degrees completed.

Requirements/Documentation:

- Hold any valid Rhode Island certificate
- Form verifying competency completion from RIDE-approved provider/organization
- Completed, signed application

Fees:

- No fee required

Please mail **only pages 3-5** of the application, fee and all required documents to:

RHODE ISLAND DEPARTMENT OF EDUCATION
 OFFICE OF EDUCATOR EXCELLENCE & CERTIFICATION SERVICES
 255 WESTMINSTER STREET, 4TH FLOOR
 PROVIDENCE, RI 02903-3400



State of Rhode Island

Department of Elementary and Secondary Education

Educator Certification Endorsement Form and 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 an Endorsement.

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 Endorsement areas requested
- Mail the completed application and documentation to the address on page 5 of this application.

3. When to apply for endorsements:

- Individuals may request an endorsement at any time.
- 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 Excellence and Certification Support Services website at:

<http://www.ride.ri.gov/Certification> or at egac@ride.ri.gov.



For Office Use Only Date Stamp:

You can now apply and pay online at <https://ridemap.ride.ri.gov>

**RHODE ISLAND EDUCATOR CERTIFICATION
ENDORSEMENT APPLICATION FORM**

Section A: Applicant Information (Please Print Clearly)

ID# (First time applicants please leave blank)

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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)**

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Address Line 1

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Address Line 2

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City/Town

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State

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Zip

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Phone: **(REQUIRED)**

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Primary Phone

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Cellular Phone

Email **(REQUIRED)**

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Primary Email

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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: Endorsement Information

Section B-1: Endorsements	Please select the endorsement area you wish to apply for:	
15001 Endorsement Literacy/Dyslexia		<input type="checkbox"/>
15002 Endorsement Multilingual Learners		<input type="checkbox"/>
15003 Endorsement Computer Science		<input type="checkbox"/>
Section B-2: Reinstatement of Endorsement		
15001 Endorsement Literacy/Dyslexia		<input type="checkbox"/>
15002 Endorsement Multilingual Learners		<input type="checkbox"/>
15003 Endorsement Computer Science		<input type="checkbox"/>

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.		

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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