



## **Emergency Preliminary Certificate Issuance and Renewal Requirements**

The Emergency Preliminary Certificate is valid for assignment as an educator in a specified certification area for one year in Rhode Island public schools. It is issued only at the request of a school district, if a certified and qualified applicant is not available. This certificate is valid for service only in the school district which submits the request.

School districts may apply for first issuance of an Emergency Preliminary Certificate between July 1 and March 31 of the school year. Year-round schools may apply for an Emergency Preliminary Certificate at any time.

### **First Issuance Process:**

1. The school district recruits using recognized media outlets to seek a certified and qualified applicant for at least 30 days before requesting an Emergency Preliminary Certificate.
2. School districts may apply for an Emergency Preliminary Certificate renewal on or after July 1 prior to the start of the school year. The school district and the applicant complete and submit the Emergency Preliminary Certificate application, including appropriate fees and documentation, to RIDE, for review.
  - a. All required documentation must be submitted for your certification to be processed and reviewed.
  - b. If all required documentation is not submitted, the entire application packet will be returned to the school district.
3. RIDE reviews the completed application to determine if the school district's recruitment effort and the applicant's qualifications meet certificate area requirements.
4. The Office of Educator Excellence and Certification Services may:
  - a. Issue an Emergency Preliminary Certificate, along with a status form to the applicant that specifies all applicable renewal requirements.
  - b. Deny the request and issue a status form to the applicant that specifies what Emergency Preliminary Certificate issuance requirements were not met. The district that requested the Emergency Preliminary Certificate will also be informed in writing of this decision.

### **Renewal Process:**

1. School districts may apply for the renewal of an Emergency Preliminary Certificate on or after June 1 prior to the start of the school year. School districts do not need to conduct a recruitment effort to seek renewal for an Emergency Preliminary
2. Requesting school district and applicant complete and submit the Emergency Preliminary Certificate application, including appropriate fees and documentation, to RIDE, for review.
3. RIDE reviews the completed application to determine if the applicant has completed specified renewal requirements.
4. The Office of Educator Excellence and Certification Services issues one of the following:
  - a. An Emergency Preliminary Certificate, if all issuance requirements are met, and an updated status form to the applicant that specifies new renewal requirements.
  - b. Deny the Emergency renewal request. A status form to the applicant that specifies what renewal requirements were not met which prevented the renewal of the Emergency Preliminary Certificate. The district that requested the Emergency Preliminary Certificate renewal will also be informed in writing of this decision.



## **Emergency Preliminary Certificate Issuance and Renewal Requirements**

### **Renewal Requirements**

To renew an Emergency Preliminary Certificate, an applicant must satisfy all the following, as applicable:

#### **First Renewal:**

1. Demonstrate successful educational experience while serving on an Emergency Preliminary Certificate
2. Provide evidence of program enrollment in a state approved program, or Credential Review Consortium Institution (CRCI) plan of study, or evidence of a RIDE Credential Review plan of study
3. Provide evidence of one of the following:
  - a. three (3) credits in the content area\* AND a passing score on the appropriate content assessment(s)  
OR
  - b. six (6) credits in the content area\*
4. When renewal requirements are not met, school districts must submit an appeal cover letter which provides a rationale for unmet requirements and a detailed plan to support the educator to meet all prior and current renewal requirements.
  - a. Appeal requests will be evaluated by the Director of the Office of Educator Excellence and Certification Services (EECS).

*\*For early childhood and elementary grades, "content area" refers to courses in teaching reading, mathematics, and differently abled students*

#### **Second Renewal:**

1. Demonstrate successful educational experience while serving on an Emergency Preliminary Certificate
2. Provide evidence of a minimum of six (6) credits of coursework towards specified renewal requirements AND a passing score on the appropriate content assessment(s), if applicable.

#### **Third Renewal:**

1. Demonstrate successful educational experience while serving on an Emergency Preliminary Certificate
2. Provide evidence of a minimum of six (6) credits of coursework towards specified renewal requirements

#### **Points to note:**

- A. For early childhood and elementary grades, *content area* refers to courses in teaching reading, mathematics, and differently abled students.
- B. In the certificate areas where there is NOT a content assessment requirement, the applicant must provide evidence of a minimum of six (6) credits of coursework as part of the approved program, CRCI or RIDE Credential Review Plan
- C. Renewal of two or more Preliminary Certificates (Emergency, Expert Residency) requires a minimum of nine (9) credits of coursework towards specified renewal requirements.
- D. An Emergency Preliminary Certificate can be renewed up to three (3) times. If an educator has met the Emergency Preliminary Certificate requirements and has met the prerequisite requirements for Expert Residency Preliminary Certificate, the educator is eligible to apply for an Expert Residency Preliminary Certificate.