FEINSTEIN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT
OFFICE OF PARTNERSHIPS AND PLACEMENTS

FSEHD PRAXIS POLICY STATEMENT AND APPEAL PROCESS

All FSEHD teacher candidates seeking initial certification in Rhode Island are required to take and pass specific certification tests, also known as the PRAXIS tests. The Rhode Island Department of Education (RIDE) has designated which certification tests and minimum scores are required for licensure in different teaching areas.

All teacher candidates will have multiple Praxis tests for their certification areas and must comply with the varied timeframes established by their primary teacher program department and the Office of Partnerships and Placements (OPP). Additionally, OPP has specific non-negotiable dates when all test results must be completed and submitted to the FSEHD before student teaching placements can/will be secured. For example:

- Elementary/middle grades candidates and health and physical education candidates must pass all the required tests for both programs by the specified date prior first placement;
- Secondary education candidates and K-12 program candidates (except HPE) must pass all of the required tests by the specified date prior to their content practicum (check with your education advisor for details);
- Special education candidates must pass all tests by the specified date prior to the first elementary or secondary education placement;
- If there are three certification areas, then all three tests must be completed prior to the first of the three placements.

The list of tests and scores, OPP submission deadlines, and the FSEHD Praxis II Score Submission link are on the FSEHD Student Teaching website. Candidates must submit their full score reports through the FSEHD Praxis II Score Submission link on the website in order for them to be counted as submitted.

http://www.ric.edu/feinsteinschooleducationhumandevelopment/Pages/Teacher-Candidates.aspx

NOTE: Candidates must also check with their primary teacher preparation program for any program specific deadlines.

OPP seeks and secures placements through contracts with schools/districts well in advance of the actual start date of student teaching. This, coupled with the fact that RIDE requires these certification tests, necessitates that the FSEHD and OPP adhere to firm deadlines.

Due to extenuating circumstances candidates may need to retake a test when the minimum score has not been achieved or when test results will be received after the semester deadline. Candidates can appeal to the FSEHD when consideration is needed for an extension for one test ONLY.

APPEAL PROCESS

If a candidate is missing one test score, an appeal must be submitted during the week prior to the Praxis Score due dates. The appeal must be sent to the Director of Partnerships and Placements using the Praxis Appeal Form on the next page.

Approval of a request for extension is not guaranteed.

Candidates will receive notification of the decision to their RIC email account within seven business days.
Instructions:
1. Type your responses in the spaces below.
2. Save the form to your computer as a Word Doc or PDF.
3. Email the form as an attachment to:
   Celeste Comeau-Mullane, Director of Partnerships and Placements,
   OPP@ric.edu
4. In the subject line type “Request Praxis Extension and (your name)”
5. Attach a copy of your “admission ticket”. See below.

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Candidate Name:
Student ID:
Certification Area:
Current GPA:
RIC Email Address:
Today’s Date:

Reasons with supporting details, for requesting the extension:

<table>
<thead>
<tr>
<th>Date Scheduled</th>
<th>Name of Test needed and its Code</th>
<th>Previous Score (if any)</th>
</tr>
</thead>
<tbody>
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</table>

List the anticipated date your test score will be available. (Calculate this date by counting 18 business days after the testing window closes.)

A list of dates and scores for previously passed certification tests:

<table>
<thead>
<tr>
<th>Certification Test with Code</th>
<th>Date test taken</th>
<th>Highest Score</th>
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</table>

Write an explanation of how you are preparing for the test, if it is a retake:

Attach a copy of your “admission ticket” for the test that you have recently taken, or are about to take (must be the next available test, closest to the OPP deadline)

(Updated 01/30/2019)