

**DESE Gifted Certification Completion**

**Checklist for:** \_\_\_\_\_

**ID:** \_\_\_\_\_



<i>Completed</i>	<i>Task</i>	<i>Notes</i>
	Verify through CougarTrack that <b>final grades for all Gifted certification coursework</b> has been posted	
	Submit <b>application for Gifted Certificate (Add-on)</b> on the DESE WebApplication site (using login from initial certificate application)	
	Have received passing scores on the <b>Gifted Practicums</b>	
	Have <b>official transcripts</b> sent to DESE for <b>all</b> college coursework, including Columbia College. ( <i>Transcripts already submitted to DESE for your substitute or initial certificate do not need to be sent again unless you've taken additional coursework from that college.</i> )	
	Verify <b>fingerprinting background clearance</b> is still valid	

***This add-on certificate does not require recommendation from Columbia College. The student works directly through DESE.***

*Date:*

<b>Created by:</b>		
<b>Final Review by:</b>		