DESE Special Reading Certification Completion Checklist for: _____
ID: _____

Completed	*Task*	*Notes*
	Verify through myPortal that ***final grades for all Special Reading coursework*** has been posted	
	Submit ***application for Special Reading Certificate (Add-on)*** on the DESE Application Sign-In (DAS) site (using login from initial certificate application)	
	Have received passing scores on the **Special Reading Practicums**	
	Have received passing score on **Special Reading Praxis (#5302)** (required after 1/1/2023)	
	Have ***official transcripts*** sent to DESE for **all** college coursework, including Columbia College. *(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.)*	
	Verify ***fingerprinting background clearance*** is still valid	
	Once all of the above listed tasks have been completed, contact the Education Dept Office for review of final certification requirements. Failure to contact the department may result in delayed recommendation to DESE.	*Date:*
Created by:		
Final Review by:		