


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. (<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 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:	_____	_____