

DESE Gifted Certification Completion

Checklist for: _____

ID: _____



<i>Completed</i>	<i>Task</i>	<i>Notes</i>
	Verify through "myPortal" that final grades for all Gifted certification coursework has been posted	
	Submit application for Gifted Certificate (Add-on) on the DESE Application Sign-In (DAS) site (using login from initial certificate application)	
	Have received passing scores on the Gifted Practicums	
	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	

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

Date:

Created by:		
Final Review by:		