

**Alabama Institution of Higher Education (IHE) State-approved Program Unconditional Admission
Confirmation (Form SAPC)**

The State-Approved Program Unconditional Admission Confirmation (Form SAPC) must be completed by the certification official at an Alabama college or university for individuals who are seeking employment on an Interim Employment Certificate (IEC) by an Alabama county or city superintendent or by an administrator.

This form verifies that the individual is currently enrolled in and has been unconditionally admitted to an Alabama State-approved educator preparation program or a CACREP-accredited School Counseling program.

To be completed by the Authorized Representative of the LEA or eligible nonpublic/private school and sent by email to the Authorized Certification Official of the Alabama college/university.

This LEA or eligible nonpublic/private school seeks to employ the individual named below, on an IEC, pending appropriate verifications. This form is required by the employer before they can begin the IEC application process in the teaching field or area of instructional support, and at the listed grade level.

NAME OF LEA or ELIGIBLE NONPUBLIC/PRIVATE SCHOOL	NAME of AUTHORIZED REPRESENTATIVE OF LEA or ELIGIBLE NONPUBLIC/PRIVATE SCHOOL	EMAIL ADDRESS of AUTHORIZED REPRESENTATIVE OF LEA or ELIGIBLE NONPUBLIC/PRIVATE SCHOOL

APPLICANT'S PERSONAL DATA				
<i>Legal Name as it appears on government-issued identification.</i>				
Title (e.g., Mr.)	First	Middle	Last	Suffix
ALSDE ID			Date of Birth (mm-dd-yyyy)	

To be completed by the Authorized Certification Official of the Alabama college/university and returned by email to the authorized representative named above.

I confirm the individual named above has been granted unconditional admission as indicated below:		
Date of Unconditional Admission	Teaching Field or Instructional Support Area	Grade Level(s)

I certify the named individual is currently enrolled and has met all unconditional admission requirements.

I understand it is solely the responsibility of this institution to ensure all admission, program, experience, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda.

Date

Signature of Authorized Certification Official

Name of Alabama Institution

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.