The application process for the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate for the 2020-2021 Scholastic Year must be completed in conjunction with the superintendent of the Alabama county/city school system for which the applicant is to teach.

This form must be printed and submitted along with Form BH1.
GENERAL INFORMATION

All requirements must be met for the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate prior to the date the application for the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate is received in the Educator Certification Section.

DEGREE EQUIVALENT CAREER AND TECHNICAL CERTIFICATES IN HEALTH SCIENCE

<table>
<thead>
<tr>
<th>Certificates</th>
<th>Degree Equivalency</th>
<th>Valid Period</th>
<th>Renewable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Equivalent Health Science 1</td>
<td>Bachelor's</td>
<td>Minimum of 2 years A</td>
<td>No</td>
</tr>
<tr>
<td>Bachelor’s Equivalent Health Science 2</td>
<td>Bachelor's</td>
<td>Minimum of 5 years B</td>
<td>Yes</td>
</tr>
<tr>
<td>Master’s Equivalent Health Science 3</td>
<td>Master's</td>
<td>Minimum of 5 years B</td>
<td>Yes</td>
</tr>
<tr>
<td>Sixth-Year Equivalent Health Science 4</td>
<td>Sixth-year</td>
<td>Minimum of 5 years B</td>
<td>Yes</td>
</tr>
</tbody>
</table>

A Bachelor’s Equivalent Health Science 1 Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years. This certificate is nonrenewable.

B These Career and Technical Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years.

SUMMARY OF REQUIRED TRAINING AND WORK EXPERIENCE

<table>
<thead>
<tr>
<th>Options</th>
<th>Required Training</th>
<th>Required Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Associate’s degree</td>
<td>5,400 clock hours completed within 7 years A</td>
</tr>
<tr>
<td>Option 2</td>
<td>Bachelor’s degree or higher</td>
<td>3,600 clock hours completed within 5 years A</td>
</tr>
<tr>
<td>Option 3</td>
<td>Required Training</td>
<td>Required Work Experience</td>
</tr>
<tr>
<td>Option A</td>
<td>Associate’s degree</td>
<td>6,000 clock hours completed within 7 years A</td>
</tr>
<tr>
<td>Option B</td>
<td>Bachelor’s degree or higher</td>
<td>4,000 clock hours completed within 5 years A</td>
</tr>
</tbody>
</table>

A Required work experience must be completed within the time period outlined above and immediately prior to the date the application is received in the Educator Certification Section.

OCCUPATIONAL PROFICIENCY INFORMATION

1. Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in health science may be obtained at Approved Occupational Proficiencies. Since occupational proficiency assessments are subject to change, applicants may review current requirements at Approved Occupational Proficiencies.

2. Occupational proficiency assessments are approved by the Alabama State Department of Education (ALSDE) at the ENTRY LEVEL and the MASTER LEVEL. The ENTRY LEVEL assessments meet requirements for the Bachelor’s Equivalent Health Science 1 and the Bachelor’s Equivalent Health Science 2 Career and Technical Certificates. The MASTER LEVEL assessments meet requirements for the Master’s Equivalent Health Science 3 and Sixth-Year Equivalent Health Science 4 Certificates. MASTER LEVEL assessments may also be used to meet requirements for the Bachelor’s Equivalent Health Science 1 and Bachelor’s Equivalent Health Science 2 Certificates.

3. It is the applicant’s responsibility to know the occupational proficiency assessment(s) for health science which must be met prior to applying for a subsequent Degree Equivalent Health Science certificate.
APPLICATION REQUIREMENTS AND CHECKLIST

An application packet for Alabama certification must include the items listed below:

- Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Application Part 1 of 2 (Supplement 1HB).
- Application Part 2 of 2 (Form BH1) including the personal data barcode page.
- A $30.00 nonrefundable application fee. Each additional certificate for which an applicant is determined to be eligible will require a $30.00 nonrefundable fee for issuance. Neither personal checks nor cash will be accepted.

- The fee must be paid by cashier’s check or money order made payable to the Alabama State Department of Education or through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at www.alabamaintactive.org/education (a $4.00 transaction fee will be applied).
- The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.

- Background clearance based on a fingerprint review.

- Applicants may verify whether their Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) criminal history background checks have been completed and whether they are suitable and fit to teach under state law at https://tcert.alsde.edu/Portal.
- Applicants for initial certification, additional certification, and certificate renewal who have not been cleared by both the ASBI and FBI through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI.
- Instructions regarding the fingerprint process are available through Gemalto Cogent at https://www.aps.gemalto.com/al/index_adeNew.htm or by calling (866) 989-9316.

- A photocopy of the applicant’s currently valid score on the Alabama State Department of Education (ALSDE) approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment (test score, license, or credential) in health science. The current occupational proficiency requirements may be obtained at Approved Occupational Proficiencies. See the OCCUPATIONAL PROFICIENCY INFORMATION section of this form for additional information.

- A photocopy of the applicant’s currently active Alabama license in a registered nursing, paramedical, or approved allied health specialty. The currently active license must have been attained prior to the date the application is received in the Educator Certification Section. Issuance of each subsequent certificate also requires this currently active Alabama license.

For each program area sought, indicate the appropriate ALSDE approved occupational proficiency assessment being submitted.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Grade Level (6-12)</th>
<th>Name of ALSDE approved Alabama License</th>
<th>Valid Period of Currently Active Alabama License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Science</td>
<td>6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Science</td>
<td>6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Science</td>
<td>6-12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The CTE Basic Skills Assessments are administered through ACT WorkKeys®. The required assessments are **Applied Math, Business Writing, and Workplace Documents**; no other WorkKeys® assessments outlined on the ACT® website will be accepted.

<table>
<thead>
<tr>
<th>WorkKeys® Skill Assessment</th>
<th>Skill Level Range</th>
<th>Minimum Required Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Math</td>
<td>3 – 7</td>
<td>4</td>
</tr>
<tr>
<td>Business Writing</td>
<td>1 – 5</td>
<td>3</td>
</tr>
<tr>
<td>Workplace Documents</td>
<td>3 – 7</td>
<td>4</td>
</tr>
</tbody>
</table>

**LEARN** about the required CTE Basic Skills Assessments.

**LOCATE** a test center and the name of the contact person.
- Assessment registration can **ONLY** be done by calling the test center. The specific contact person for a test center should be contacted.

For **SCORE REPORT SUBMISSION**

(Please DO NOT submit scanned or paper score reports.)

An email will be sent to the test taker from the test center. The email will contain a score report with an Examinee ID. Once the email is received you will need to complete the following steps:
- Create a new account
  - Examinee ID required
- Complete required information and submit
  - An email containing your Activation Code will be sent to the email address you provided.
- Locate your Activation Code in your email
- Select link provided in your email
  - Enter Activation Code and submit
- Enter User ID and Password from your personal WorkKeys account.
- Locate Test Management Tab (located on the left side of the screen)
- Locate recent test(s) taken from last 90 days – **Please note: ACT WorkKeys is unable to verify tests taken 90 days ago or beyond.**
  - Select “Share Test” for each assessment under the action bar
  - Select “Yes”, agree to terms and submit
  - Locate the “Public Share URL” on your screen (located directly above the test) and copy


- Create an email to be sent to [CTE-EducatorCertification@ALSDE.edu](mailto:CTE-EducatorCertification@ALSDE.edu).
- Paste the copied “Public Share URL” in your email and also include:
  - Your Legal First and Last name,
  - The last four digits of your social security number OR your entire TCH number, and
  - A statement confirming ACT® provided a link to the score report.

Example:

John Doe
SSN: 8523
I, John Doe confirm ACT provided this link for my WorkKeys test results.

For additional information regarding test registration or requirements, contact the Educator Certification Section at (334) 694-4557.
Individuals who are **exempt** from meeting the Basic Skills Assessment requirement are those who hold:

- A valid Specialty Area Career and Technical Certificate, a valid Alabama Professional Educator Certificate, or a valid Alabama Professional Leadership Certificate; **OR**
- At least a bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned; an official transcript must be submitted to the Educator Certification Section confirming the degree.

To document basic skills, passing scores on **one** of the following has been met:

- **Option 1**: Submission of the applicant’s passing scores on the CTE Basic Skills Assessments administered through ACT WorkKeys® in Applied Math, Business Writing, and Workplace Documents. **Assessments completed before July 1, 2019, WILL NOT be accepted.** See above information on score submission. No scanned copies or paper copies of score reports will be accepted.
- **OR**
- **Option 2**: Electronic submission by the testing company, directly to the ALSDE, of the applicant’s passing scores on the APTTP/AECTP/AECAP modified ACT WorkKeys® basic skills assessment in Applied Mathematics, Reading for Information, and Writing **attained prior to September 1, 2017.** If an applicant completed this assessment, scores should be on file with the Educator Certification Section. Although this assessment is no longer offered, individuals who passed all three portions can use the results to satisfy the basic skills requirement until **August 31, 2022;**
- **OR**
- **Option 3**: Electronic submission by the testing company, directly to the ALSDE, of the applicant’s passing scores on the Praxis Core Academic Skills for Educators (Core) basic skills assessment in Mathematics, Reading, and Writing **attained prior to July 1, 2019.** Information about requesting score reports for the Core may be found at [Praxis Core](https://www.ets.org). Testing Options 1, 2, and/or 3 **CANNOT be combined.**

### EDUCATION AND REQUIRED WORK EXPERIENCE

- **Documentation of education/required work experience:**
  - All education and work experience must be earned and completed prior to the date the application is received in the Educator Certification Section.
  - All **work experience** required in Options 1, 2, and 3 must be as a healthcare practitioner.
  - All **degrees** required in Options 1, 2, and 3 must be in a healthcare or related area.

- **Option 1**: **Associate’s degree** and acceptable work experience:
  - Verification, on the applicant’s official transcript, of an associate’s degree in a healthcare or related area from a postsecondary institution that was regionally accredited at the time the degree was earned; **AND**
  - Verification that the applicant attained **5,400 clock hours (three years)** of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below. The experience must have been completed within the seven years immediately prior to the date the application is received.

- **Option 2**: **Bachelor’s or higher degree** and acceptable work experience:
  - Verification, on the applicant’s official transcript, of a bachelor’s or higher degree with an academic major in a healthcare or related area from a senior institution that was regionally accredited at the time the degree was earned; **AND**
  - Verification that the applicant attained **3,600 clock hours (two years)** of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below. The experience must have been completed within the five years immediately prior to the date the application is received.
Option A: Associate’s degree and acceptable work experience:
- Verification, on the applicant’s official transcript, of an associate’s degree in a healthcare or related area from a postsecondary institution that was regionally accredited at the time the degree was earned; AND
- Verification that the applicant attained 6,000 clock hours (three years) of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below. The experience must have been completed within the seven years immediately prior to the date the application is received.

Option B: Bachelor’s or higher degree and acceptable work experience:
- Verification, on the applicant’s official transcript, of a bachelor’s or higher degree with an academic major in a healthcare or related area from a senior institution that was regionally accredited at the time the degree was earned; AND
- Verification that the applicant attained 4,000 clock hours (two years) of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below. The experience must have been completed within the five years immediately prior to the date the application is received.

### ACCEPTABLE WORK EXPERIENCE

For the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate, acceptable part-time or full-time work experience must have been attained by the applicant through one or more of the following and verified as indicated below and on Supplement CTV Career and Technical Education Employment Verification and/or Supplement EXP:

1. Work experience in the healthcare industry as an employee in a compensated position as a healthcare practitioner must be verified on Supplement CTV Career and Technical Education Employment Verification and with a notarized cover letter as prescribed on Supplement CTV.

2. Self-employment in the healthcare industry as a healthcare practitioner must be verified on Supplement CTV Career and Technical Education Employment Verification and with supporting documents as prescribed on Supplement CTV.

3. Teaching experience at the postsecondary level in health science or a related area must be verified on Supplement EXP. The postsecondary institution must have been regionally accredited at the time the experience was earned.

4. Teaching experience in grades 6-12 in health science, attained prior to the 2021-2022 scholastic year, is only acceptable if using Option 3 in the EDUCATION AND REQUIRED WORK EXPERIENCE section. The teaching experience must have been attained while holding valid teacher certification in health science endorsed on a certificate other than an Emergency Certificate, a Career and Technical Education Temporary Certificate, a Career and Technical Alternative Baccalaureate-Level Certificate, or a Provisional Certificate in a Career and Technical Education Teaching Field and must be verified on Supplement EXP. This option will only be available for the 2020-2021 scholastic year. All requirements must be met no later than June 30, 2021, and the application must be postmarked no later than June 30, 2021.
# RECORD OF EDUCATION and WORK EXPERIENCE

The section must be completed by the applicant. The applicant must document education and work experience.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Name of College/University</th>
<th>Location</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## WAGE EARNING EXPERIENCE AS A HEALTHCARE PRACTITIONER

(Attach an additional sheet if needed):

<table>
<thead>
<tr>
<th>Name of Employer and Location</th>
<th>Job Duties/Responsibilities</th>
<th>Dates of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Beginning Month/Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ending Month/Year</td>
</tr>
</tbody>
</table>

## POST-SECONDARY TEACHING EXPERIENCE IN HEALTH SCIENCE OR A RELATED AREA

(Attach an additional sheet if needed):

<table>
<thead>
<tr>
<th>Name of Post-Secondary Institution and Location</th>
<th>Degree Level(s) and Subject(s) Taught</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total wage earning and/or teaching experience in health science: ________Years _______Months

**Teaching experience** at the secondary level, grades 6-12, attained prior to the 2021-2022 scholastic year, is only acceptable if using **Option 3** in the **EDUCATION AND REQUIRED WORK EXPERIENCE** section. **This option will only be available for the 2020-2021 scholastic year.** All requirements must be met no later than June 30, 2021, and the application must be postmarked no later than June 30, 2021.

## SECONDARY TEACHING EXPERIENCE IN HEALTH SCIENCE

(Attach an additional sheet if needed):

<table>
<thead>
<tr>
<th>Name of School/School System</th>
<th>Grade(s) and Subject(s) Taught</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total wage earning and/or teaching experience in health science: ________Years _______Months
RECOMMENDATION and AUTHORIZATION
To be completed by the county/city superintendent.

The applicant ☐ is employed ☐ will be employed ☐ is an employee of a business or governmental agency with which this school system has established a partnership during the _____-______ scholastic year (must be the current scholastic year).

I recommend this applicant for the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate in the area of health science.

Bachelor’s Equivalent Health Science 1 Career and Technical Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years.

My local board of education has authorized:
☐ me to employ the individual for whom this application is being submitted, OR
☐ the individual for whom this application is being submitted to teach in our system while remaining an employee of a business or governmental agency with which we have established a partnership, subject to the issuance of a valid Bachelor’s Equivalent Health Science 1 Career and Technical Certificate.

I understand that the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant’s compliance with the requirements for issuance of subsequent Degree Equivalent Health Science Career and Technical Certificates.

I have checked the current Subject and Personnel Codes on the Departmental Web site www.alsde.edu and the ALSDE Identity Management (AIM) Portal to ensure that the applicant is properly certified for each period/block of the day.

I understand failure to assign the applicant properly will result in an out-of-field penalty assessment.

I am verifying that a photocopy of this form, reflecting signatures, has been given to the applicant and that I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA Representative’s Initials: _______

Signature of County/City Superintendent ____________________________________________

Typed or Printed Name ____________________________________________________________

County/City School System

Mailing Address

Telephone Number __________ Date __________

City __________________________________________ State ____________________
APPLICATION SUBMISSION and ATTESTATIONS

~I understand the Educator Certification Section is unable to determine eligibility for Alabama certification until all required application components have been received and reviewed. Additional information may be requested upon review of the file.

~I understand the submission of supporting documents ONLY (e.g., Supplement CTV) does not constitute making application for certification. Incomplete forms will delay the review of the file.

~I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. Since certification requirements are subject to change, current requirements may be viewed at Bachelor’s Equivalent Health Science 1.

~ I understand that APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.

~I understand that I must thoroughly read all requirements of this certification approach (Supplement 1HB 07/2020).

~I understand the Bachelor’s Equivalent Health Science 1 Career and Technical Certificate is valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years and is nonrenewable.

~I understand issuance of each Degree Equivalent Health Science Career and Technical Certificate in health science requires verification of a currently valid passing score on the appropriate ALSDE approved ENTRY LEVEL (for the Bachelor’s Equivalent Health Science 1 and 2 certificates) or MASTER LEVEL (for the Master’s Equivalent Health Science 3 and Sixth-Year Equivalent Health Science 4 certificates) occupational proficiency assessment (test score, license, or credential). I also understand the passing score on the appropriate ALSDE approved occupational proficiency assessment must be attained prior to the date the application for a subsequent Degree Equivalent Health Science Career and Technical Certificate is received in the Educator Certification Section.

~I understand issuance of each Degree Equivalent Health Science Career and Technical Certificate requires verification of my currently active Alabama license in a registered nursing, paramedical, or approved allied health specialty which I must attain prior to the date the application for a subsequent Degree Equivalent Health Science Career and Technical Certificate is received in the Educator Certification Section. For information on the current ALSDE approved occupational proficiency assessments, contact the Educator Certification Section at (334) 694-4557 or refer to Approved Occupational Proficiencies.

~I understand Option 3 under the EDUCATION AND REQUIRED WORK EXPERIENCE section of this form is only available for the 2020-2021 scholastic year. All requirements must be met no later than June 30, 2021, and the application must be postmarked no later than June 30, 2021.

~I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

~I understand that by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date______________________________   Signature of Applicant_____________________________________