Application \textit{Part 1 of 2 and Summary of Requirements}

This form must be printed and submitted along with Form BT2.
GENERAL INFORMATION

This application is to be completed by individuals seeking the Bachelor’s Equivalent Technical Education 2 Career and Technical Certificate in a technical education program area and submitted directly to the Educator Certification Section.

All requirements must be met for the Bachelor’s Equivalent Technical Education 2 Career and Technical Certificate in a technical education program area prior to the date the application for the Bachelor’s Equivalent Technical Education 2 Career and Technical Certificate in a technical education program area is received in the Educator Certification Section.

<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 Technical Education 1</td>
<td>Bachelor’s</td>
<td>Minimum of 2 years</td>
<td>No</td>
</tr>
<tr>
<td>Bachelor’s Equivalent Technical Education 2</td>
<td>Bachelor’s</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Master’s Equivalent Technical Education 3</td>
<td>Master’s</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Master’s Equivalent Technical Education 4</td>
<td>Master’s</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Sixth-Year Equivalent Technical Education 5</td>
<td>Sixth-year</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Bachelor’s Equivalent Technical Education 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.

*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.

DEGREE EQUIVALENT CAREER AND TECHNICAL CERTIFICATES IN TECHNICAL EDUCATION PROGRAM AREAS

SUMMARY OF REQUIRED PREREQUISITE CERTIFICATES AND TRAINING

<table>
<thead>
<tr>
<th>Options</th>
<th>Prerequisite Certificate</th>
<th>TrainingB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Valid Bachelor’s Equivalent 1 Career and Technical CertificateA</td>
<td>Completion of the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) OR Completion of the Career and Technical Education Teacher Certification Program (CTE TCP)</td>
</tr>
<tr>
<td>Option 2</td>
<td>Requirements met for Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate if Specialty Area 1 Career and Technical Certificate or the Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate has not been held or has expired. A</td>
<td>Completion of the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) OR Completion of the Career and Technical Education Teacher Certification Program (CTE TCP)</td>
</tr>
</tbody>
</table>

A Required prerequisite certificate must be in the technical education program area for which the Bachelor’s Equivalent Technical Education 2 certificate is sought.

B Prior to the 2020-2021 scholastic year the training was titled Career and Technical Education Teacher Certification Program (CTE TCP). Effective the 2020-2021 scholastic year, the training is titled Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1).

OCCUPATIONAL PROFICIENCY INFORMATION

1. Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in the technical education program area(s) for which the certificate is sought 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 Technical Education 1 and the Bachelor’s Equivalent Technical Education 2 Certificates. The MASTER LEVEL assessments meet requirements for the Master’s Equivalent Technical Education 3, Master’s Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Certificates. MASTER LEVEL assessments may also be used to meet requirements for the Bachelor’s Equivalent Technical Education 1 and Bachelor’s Equivalent Technical Education 2 Certificates.

3. It is the applicant’s responsibility to know the occupational proficiency assessment(s) for his/her program area(s) which must be met prior to applying for a subsequent Degree Equivalent Technical Education certificate.

Supplement 2TB 07/2020
Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.

The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet. The fee must be paid by cashier’s check or money order made payable to the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at www.alabamainteractive.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 occupational proficiency assessment (test score, license, or credential) in the technical education program area for which the certificate is sought. The current occupational proficiency requirements may be obtained at Approved Occupational Proficiencies. See the OCCUPATIONAL PROFICIENCY INFORMATION section of this form for additional information. The score must have been attained prior to the date the application is received in the Educator Certification Section. One of the following must be met by the applicant for issuance of the Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate:

- The technical education program area of the applicant does not require or allow an NCCER test. The applicant must verify a currently valid passing score on the ALSDE approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment;

- The technical education program area of the applicant requires an NCCER test OR an available optional ALSDE approved occupational proficiency assessment. The applicant must verify one of the following:
  - A currently valid passing score/license on an available optional ALSDE approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment; or
  - The cut score established by NCCER which is included on the specifications available for each of the specific industry craft assessments; or
  - At least the minimum cut score on the NCCER industry specific craft assessment at the first and second level determined from the applicant’s score report which details the number of correct responses provided for each module assessed and specific to the industry craft.

NOTE: The minimum cut score will not be accepted for issuance of Degree Equivalent Technical Education Certificates above the Bachelor’s Equivalent Technical Education 2.

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

<table>
<thead>
<tr>
<th>Program Area (e.g., drafting design, plumbing)</th>
<th>Grade Level (6-12)</th>
<th>Name of ALSDE approved Occupational Proficiency Assessment(s)</th>
<th>Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td></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:
- Establish a MyWorkKeys personal account.
- 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
  
Example:  

Public Share URL: https://testadministration-stress.act.org/mwk/emCertDetails.do?event=go&realm=17740116&certld=8KW3D7

- Create an email to be sent to 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.

  Testing Options 1, 2, and/or 3 CANNOT be combined.

### REQUIRED PREREQUISITE CERTIFICATES AND TRAINING

- **Option 1:** A valid Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate and required CTE Training:
  - Submission of a photocopy of the applicant’s valid Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate.
  - A photocopy of the applicant’s PowerSchool Professional Development Training History Report or Certificates of Completion verifying completion of the Career and Technical Education Teacher Certification Program (CTE TCP) or the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) prior to the date the application is received in the Educator Certification Section.
  - Individuals who hold a valid Professional Educator Certificate in a career and technical education teaching field or program area are exempt from completion of the Career and Technical Education Teacher Certification Program (CTE TCP) or the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1).
Option 2: If the Specialty Area 1 Career and Technical Certificate OR the Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate has not been held or has expired, all requirements for the Bachelor’s Equivalent Technical Education 1 certificate must have been met by the applicant prior to the date the application is received in the Educator Certification Section and required CTE Training:

- Submission of Supplement 1TB the Application for the Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate in a Technical Education Program Area Approach for the 2020-2021 Scholastic Year, with the required supporting documents, signed by the county/city superintendent of the school system for which the applicant is to teach, directly to the Educator Certification Section.
- A photocopy of the applicant’s PowerSchool Professional Development Training History Report or Certificates of Completion verifying completion of the Career and Technical Education Teacher Certification Program (CTE TCP) or the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) prior to the date the application is received in the Educator Certification Section.
- Individuals who hold a valid Professional Educator Certificate in a career and technical education teaching field or program area are exempt from completion of the Career and Technical Education Teacher Certification Program (CTE TCP) or the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP- Level 1).

### AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS

- **Indicate the grade 6-12 program area(s) being requested:**

  - Technical Education: Advertising Design*
  - Technical Education: Animation*
  - Technical Education: Automotive Service*
  - Technical Education: Aviation Technology*
  - Technical Education: Building Construction**
  - Technical Education: Cabinetmaking**
  - Technical Education: Carpentry**
  - Technical Education: Clean Energy*
  - Technical Education: Collision Repair*
  - Technical Education: Commercial Photography*
  - Technical Education: Computer Electronics*
  - Technical Education: Computer Science*
  - Technical Education: Computer Science – PLTW*
  - Technical Education: Correctional Service*
  - Technical Education: Cosmetology*
  - Technical Education: Culinary Arts*
  - Technical Education: Database Design*
  - Technical Education: Diesel Technology*
  - Technical Education: Drafting Design Technology*
  - Technical Education: Electrical Technology**
  - Technical Education: Electronics Technology*
  - Technical Education: Emergency and Fire Management Services*
  - Technical Education: Engineering*
  - Technical Education: Engineering – PLTW*
  - Technical Education: Global Logistics & Supply Chain Management*
  - Technical Education: Graphic Arts*
  - Technical Education: Health Informatics*
  - Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)**
  - Technical Education: Heavy Equipment Operations**
  - Technical Education: Industrial Maintenance – Electrical and Instrumentation**
  - Technical Education: Industrial Maintenance – Mechanical**
  - Technical Education: Informatics*
  - Technical Education: Innovations in Science and Technology*
  - Technical Education: Integrated Production Technologies*
  - Technical Education: Law Enforcement*
  - Technical Education: Legal Services*
  - Technical Education: Manufacturing*
  - Technical Education: Marine Technology*
  - Technical Education: Masonry**
  - Technical Education: Network Systems and Computer Services*
  - Technical Education: Plumbing***
  - Technical Education: Power Equipment*
  - Technical Education: Precision Machining*
  - Technical Education: Programming and Software Development*
  - Technical Education: Television Production*
  - Technical Education: Welding*
  - Technical Education: Working in Multicultural Environments: Korean*

*These technical education program areas require verification of currently valid occupational proficiency for issuance of the Bachelor’s Equivalent Technical Education 1, Bachelor’s Equivalent Technical Education 2, Master’s Equivalent Technical Education 3, Master’s Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Career and Technical Certificates.

**For issuance of the Bachelor’s Equivalent Technical Education 1 and Bachelor’s Equivalent Technical Education 2 Career and Technical Certificates, one of the following is required:

- Verification of a currently valid passing score/license on an available optional (non-NCCER) ALSDE approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment; or
- Verification of the cut score established by NCCER which is included on the specifications available for each of the specific industry craft assessments; or
- Verification of at least the minimum cut score on the NCCER industry specific craft assessment at the first and second level determined from the applicant’s score report which details the number of correct responses provided for each module assessed and specific to the industry craft.
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., PowerSchool Professional Development Training History Report) 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 2.

~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 approach (Supplement 2TB 07/2020).

~I understand the Bachelor’s Equivalent Technical Education 2 Career and Technical Certificate is valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years.

~I understand the Master’s Equivalent Technical Education 3 Certificate in technical education program areas requires the ALSDE approved MASTER LEVEL occupational proficiency assessment (test score, license, or credential) for the technical education program area(s) for which the certificate is sought.

~I understand issuance of each Degree Equivalent Technical Education Career and Technical Certificate in certain technical education program areas (indicated with an * in the AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS section of this form) requires verification of a currently valid passing score on the appropriate ALSDE approved ENTRY LEVEL (for the Bachelor’s Equivalent Technical Education 1 and 2 certificates) or MASTER LEVEL (for the Master’s Equivalent Technical Education 3 and above 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 Career and Technical Certificate in technical education program areas indicated with an * in the AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS section of this form is received in the Educator Certification Section.

~I understand the Master’s Equivalent Technical Education 3 Certificate in certain technical education program areas requires either the cut (passing) score established by NCCER for the specific MASTER LEVEL NCCER test(s) or a currently valid passing score/license on an optional ALSDE approved MASTER LEVEL occupational proficiency assessment. I have reviewed the chart in the AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS section of this form for the technical education program areas (indicated with a ##) which require this verification. 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. If my technical education program area is one of the program areas indicated with a #, prior to the date my application for the Master’s Equivalent Technical Education 3 Certificate is received in the Educator Certification Section I must have:

- Earned the cut score (that is, the passing score) established by NCCER for the specific MASTER LEVEL NCCER industry craft assessment for my technical education program area; OR
- Earned a currently valid passing score/license on an available optional ALSDE approved MASTER LEVEL occupational proficiency assessment for my technical education program area.

~I understand the Master’s Equivalent Technical Education 3 Certificate in technical education program areas may require the successful completion of the Career and Technical Education Teacher Certification Program Level 2 (CTE TCP Level 2).

~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

I have completed the following documents, and I am mailing them to the address below:

- Supplement CIT, including supporting documentation
- Application Part 1 of 2 (Supplement 2TB)
- Application Part 2 of 2 (Form BT2), including the personal data barcode page
- Money order, cashier’s check, or receipt verifying online payment of $30.00 application fee
- Required supporting documentation

All documents must be mailed to the following address:

Alabama State Department of Education
Educator Certification Section
5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101