The Master’s Equivalent Technical Education 4 Career and Technical Certificate in a Technical Education Program Area Approach for the 2020-2021 Scholastic Year

Application Part 1 of 2 and Summary of Requirements

This form must be printed and submitted along with Form MT4.
**GENERAL INFORMATION**

This application is to be completed by individuals seeking the Master’s Equivalent Technical Education 4 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 Master’s Equivalent Technical Education 4 Career and Technical Certificate in a technical education program area prior to the date the application for the Master’s Equivalent Technical Education 4 Career and Technical Certificate in a technical education program area is received in the Educator Certification Section.

**DEGREE EQUIVALENT CAREER AND TECHNICAL CERTIFICATES IN TECHNICAL EDUCATION PROGRAM AREAS**

<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>
<tr>
<td>Specialty Area 1</td>
<td>Bachelor's</td>
<td>Minimum of 2 years</td>
<td>No</td>
</tr>
<tr>
<td>Specialty Area 2</td>
<td>Bachelor's</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Specialty Area 3</td>
<td>Master's</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Specialty Area 4</td>
<td>Master’s</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Specialty Area 5</td>
<td>Sixth-year</td>
<td>Minimum of 5 years</td>
<td>Yes</td>
</tr>
</tbody>
</table>

A 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.

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.

C Specialty Area 1 Certificates issued beginning February 10, 2015, were valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years. Specialty Area Certificates were phased out after the 2015-2016 scholastic year.

D Specialty Area 1 Certificates issued prior to February 10, 2015, and with a valid period beginning July 1, 2013 or July 1, 2014, were valid for two scholastic years. Specialty Area Certificates were phased out after the 2015-2016 scholastic year.
*SUMMARY OF REQUIRED DEGREES/CERTIFICATES and PREREQUISITE CERTIFICATES

*This summary is for general information and is not all inclusive.

<table>
<thead>
<tr>
<th>Options</th>
<th>Required Degrees/Certificates</th>
<th>Prerequisite Certificates</th>
</tr>
</thead>
</table>
| Option 1 | A valid Alabama Class B (or higher) Professional Educator Certificate in any teaching field | Valid Master’s Equivalent 3 Career and Technical Certificate<sup>c</sup>  
OR  
Requirements met for Master’s Equivalent Technical Education 3 Career and Technical Certificate if Specialty Area 3 Career and Technical Certificate OR the Master’s Equivalent Technical Education 3 Career and Technical Certificate has not been held or has expired.<sup>c</sup> |
| Option 2 | A bachelor’s degree in the technical education program area or in an area related to the program area<sup>a</sup> | Valid Master’s Equivalent 3 Career and Technical Certificate<sup>c</sup>  
OR  
Requirements met for Master’s Equivalent Technical Education 3 Career and Technical Certificate if Specialty Area 3 Career and Technical Certificate OR the Master’s Equivalent Technical Education 3 Career and Technical Certificate has not been held or has expired.<sup>c</sup> |
| Option 3 (Only available for the 2020-2021 scholastic year) | A valid Alabama Class B (or higher) Professional Educator Certificate in any teaching field  
OR  
A bachelor’s degree earned with an academic major in the technical education program area<sup>b</sup> | Valid Master’s Equivalent 3 Career and Technical Certificate<sup>c</sup>  
OR  
Requirements met for Master’s Equivalent Technical Education 3 Career and Technical Certificate if Specialty Area 3 Career and Technical Certificate OR the Master’s Equivalent Technical Education 3 Career and Technical Certificate has not been held or has expired.<sup>c</sup> |

<sup>a</sup> Must be earned from a senior institution that was regionally accredited at the time the degree was earned in the technical education program area or in an area related to the program area for which the Master’s Equivalent Technical Education 4 Career and Technical Certificate is sought.

<sup>b</sup> Must be earned from a senior institution that was regionally accredited at the time the degree was earned with an academic major in the technical education program area for which the Master’s Equivalent Technical Education 4 Career and Technical Certificate is sought.

<sup>c</sup> Required prerequisite certificate must be in the technical education program area for which the Master’s Equivalent Technical Education 4 certificate is sought.

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**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 or www.alsde.edu/edcert (click Career and Technical Certificates &ndash; Technical Education &ndash; Occupational Proficiency). Since occupational proficiency assessments are subject to change, applicants may review current requirements at Approved Occupational Proficiencies or www.alsde.edu/edcert (click Career and Technical Certificates &ndash; Technical Education &ndash; Occupational Proficiency).

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.
**APPLICATION REQUIREMENTS and CHECKLIST**

APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.

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 4TM). In the chart in the AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS section on page 6 of this form, I have indicated the technical education program area(s) I am requesting.
- Application Part 2 of 2 (Form MT4) 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.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.

**Occupational Proficiency**

If using Option 1 or 2 in the REQUIREMENTS section the following MASTER LEVEL occupational proficiency is required:

- Submission of a photocopy of the applicant’s currently valid score on the ALSDE approved MASTER LEVEL occupational proficiency assessment (test score, license, or credential) in the technical education program area for which the certificate is sought. Refer to the chart in the AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS section of this form. The current MASTER LEVEL occupational proficiency requirements may be obtained at Approved Occupational Proficiencies or www.alsde.edu/edcert (click Career and Technical Certificates ☞ Technical Education ☞ Occupational Proficiency). 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 Master’s Equivalent Technical Education 4 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 MASTER LEVEL occupational proficiency assessment;

  **OR**

- The technical education program area of the applicant requires an NCCER test OR an available optional ALSDE approved MASTER LEVEL occupational proficiency assessment. The applicant must verify one of the following:
  - A currently valid passing score/license on an available optional ALSDE approved 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, for the MASTER LEVEL NCCER test.
If using Option 3 in the REQUIREMENTS section, the requirements in effect for the 2019-2020 scholastic year must have been met. 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.

The following occupational proficiency is required:

☐ Submission of a photocopy of the applicant’s currently valid score on the ALSDE approved occupational proficiency assessment (test score, license, or credential) that was in effect for the 2019-2020 scholastic year for the technical education program area for which the certificate is sought. The 2019-2020 scholastic year occupational proficiency requirements may be obtained at www.alsde.edu/edcert (click Career and Technical Certificates ➔ Technical Education ➔ Archived Occupational Proficiency). 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 Master’s Equivalent Technical Education 4 Certificate through Options 3A or 3B:

☐ The technical education program area of the applicant did not require or allow an NCCER test. The applicant must verify a currently valid passing score on the ALSDE approved occupational proficiency assessment that was in effect for the 2019-2020 scholastic year for the Master’s Equivalent Technical Education 4 Certificate;

   OR

☐ The technical education program area of the applicant required 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 optional ALSDE approved occupational proficiency assessment that was in effect for the 2019-2020 scholastic year for the Master’s Equivalent Technical Education 4 Certificate; or

   ☐ The cut score established by NCCER, which is included on the specifications available for each of the specific industry craft assessments, on the NCCER test that was in effect for the 2019-2020 scholastic year for the Master’s Equivalent Technical Education 4 Certificate.

☐ 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>6-12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS**

Grades 6-12

- [ ] 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 Master’s Equivalent Technical Education 4 Career and Technical Certificate, one of the following is required:
- Verification of a currently valid passing score/license on an available optional (non-NCCER) ALSDE approved 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, for the MASTER LEVEL NCCER test.

NOTE: Applicants applying for the Master’s Equivalent Technical Education 4 Certificate through Option 3 in the REQUIREMENTS section of this form must meet the occupational proficiency assessment requirements as outlined for that option on page 5 of this form.
REQUIREMENTS

For issuance of the Master’s Equivalent Technical Education 4 Career and Technical Certificate in a Technical Education Program Area, verification that one of the following three options, as appropriate, was met by the applicant prior to the date the application is received in the Educator Certification Section:

Option 1: At least a valid Alabama Class B Professional Educator Certificate in any teaching field is held on the date the application is received in the Educator Certification Section:

- Submission of a photocopy of the applicant’s valid Class B (or higher) Professional Educator Certificate in any teaching field.

Option 2: A bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned in the technical education program area or in an area related to the program area for which the Master’s Equivalent Technical Education 4 Career and Technical Certificate is sought. The bachelor’s degree must have been earned prior to the date the application is received in the Educator Certification Section:

- Submission of the official transcript of the applicant’s bachelor’s degree.

Option 3: Verification the requirements in effect for the 2019-2020 scholastic year have been met. 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.

Option 3A: At least a valid Alabama Class B Professional Educator Certificate in any teaching field is held on the date the application is received in the Educator Certification Section:

- Submission of a photocopy of the applicant’s valid Class B (or higher) Professional Educator Certificate in any teaching field.

Option 3B: A bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned with an academic major in the technical education program area for which the Master’s Equivalent Technical Education 4 Career and Technical Certificate is sought. The bachelor’s degree must have been earned prior to the date the application is received in the Educator Certification Section:

- Submission of the official transcript of the applicant’s bachelor’s degree.
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., official transcripts) 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 Master’s Equivalent 4 or www.alsde.edu/EdCert (click Career and Technical Education ≈ Technical Education).
- 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 4TM 08/2020).
- 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) and 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 4 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 or www.alsde.edu/edcert (click Career and Technical Education ≈ Technical Education ≈ Occupational Proficiency). 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 4 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 requirements for the Sixth-Year Equivalent Technical Education 5 Career and Technical Certificate in a technical education program area may be found on the Application for the Sixth-Year Equivalent Technical Education 5 Career and Technical Certificate in a Technical Education Program Area for the 2020-2021 Scholastic Year.
- I understand Option 3 under the REQUIREMENTS 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 __________________________

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 4TM)
- Application Part 2 of 2 (Form MT4), 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