Application Part 1 of 2

and

Summary of Requirements

The Professional Educator Certificate/Professional Leadership Certificate Following the:

Provisional Certificate in a Teaching Field Approach,
Provisional Certificate in a Career and Technical Teaching Field Approach,
Provisional Certificate in Library Media or School Counseling Approach,
Preliminary Certificate Approach, OR
Preliminary Certificate Through Exception Approach
GENERAL INFORMATION

Application for issuance of the Professional Educator Certificate must be received in the Educator Certification Section no later than October 1 of the calendar year that the third Provisional Certificate in a Teaching Field or Provisional Certificate in a Career and Technical Teaching Field expires.

Application for issuance of the Professional Educator Certificate or Professional Leadership Certificate must be received in the Educator Certification Section no later than October 1 of the calendar year that the second Provisional Certificate in Library Media or School Counseling expires or the second (or third) Preliminary Certificate or Preliminary Certificate Through Exception expires.

APPLICATION Part 1 of 2

The Educator Certification Section of the Alabama State Department of Education (ALSDE) is unable to determine eligibility for Alabama certification until ALL of the components required below have been received. Applications will not be assigned to a certification specialist for review until at least a completed Form PFA, including the personal data barcode page, this Supplement AFP, the $30.00 nonrefundable application fee, and background clearance have been received. The submission of supporting documents ONLY (e.g., Supplement EXP) does not constitute making application for certification. Applicants must meet all Alabama certification requirements in effect on the date that the application is received in the Educator Certification Section of the ALSDE. Since certification requirements are subject to change, applicants should review current requirements at www.alsde.edu/EdCert (click Provisional Certificates ® Professional Following a Provisional Certificate).

Incomplete forms will delay the review of the application packet. APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL. Additional documentation may be requested upon review of the file. An application packet for Alabama certification must include the items listed below (as applicable):

☐ Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.

☐ Application Part 1 of 2 (Supplement AFP). Indicate the Approach completed:
  ☐ Provisional Certificate in a Teaching Field Approach, or
  ☐ Provisional Certificate in a Career and Technical Teaching Field Approach, or
  ☐ Provisional Certificate in Library Media or School Counseling Approach, or
  ☐ Preliminary Certificate Approach, or
  ☐ Preliminary Certificate Through Exception Approach

☐ Application Part 2 of 2 (Form PFA) including the personal data barcode page.

☐ A $30.00 nonrefundable application fee. 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). Neither personal checks nor cash will be accepted. The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet. Each additional certificate for which an applicant is determined to be eligible will require a $30.00 nonrefundable fee for issuance.

☐ Background clearance based on a fingerprint review. Applicants for initial certification, additional certification, and certificate renewal who have not been cleared by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (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 fingerprinting process through Gemalto Cogent may be obtained at https://www.aps.gemalto.com/al/index_adENew.htm or by calling (866) 989-9316 (toll free). Applicants may verify whether their ASBI and FBI criminal history background checks have been completed and whether they are suitable and fit to teach under state law at http://tcert.alsde.edu/Portal/Public.

☐ Supplement EXP verifying a full year of full-time appropriate educational experience for the scholastic year the third Provisional Certificate in a Teaching Field or Provisional Certificate in a Career and Technical Teaching Field was valid; OR

☐ Supplement EXP verifying a full year of full-time appropriate educational experience for the scholastic year the second Provisional Certificate in Library Media or School Counseling was valid or the second (or third) Preliminary Certificate or Preliminary Certificate Through Exception was valid.
☐ Applicants through the Provisional Certificate in a Career and Technical Teaching Field (PCCT) Approach must also submit a photocopy or screenshot of their active Alabama license in a registered nursing, paramedical, or an approved allied health specialty for the teaching field of health science. The active license must be attained prior to October 1 of the calendar year in which the third PCCT expires.

Applicants must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. Certification requirements contained in this document are subject to change.

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

☐ Supplement CIT, with supporting documentation
☐ Application Part 1 of 2 (Supplement AFP)
☐ Application Part 2 of 2 (Form PFA), including the personal data barcode page
☐ Money order, cashier’s check, or receipt verifying online payment of $30.00 application fee
☐ Required Supporting Documentation

______________________________________
Date

______________________________________
Signature of Applicant

All documentation 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