Application *Part 1 of 2 and Summary of Requirements*

The application process for the First PCLS for the 2020-2021 Scholastic Year must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.

This form must be printed and submitted along with Form 1LC.

Alabama State Department of Education  
*Educator Certification Section*

5215 Gordon Persons Building  
Post Office Box 302101  
Montgomery, AL 36130-2101

Telephone: (334) 694-4557  
[www.alsde.edu/EdCert](http://www.alsde.edu/EdCert)
**GENERAL INFORMATION**

This application is to be completed for individuals seeking a first Provisional Certificate in Library Media or School Counseling (PCLS) and submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

A complete application packet must be received in the Educator Certification Section by **October 1, 2020, or postmarked no later than October 1, 2020.**

An individual who holds an expired Class A or Class AA Professional Educator Certificate in Library Media or School Counseling **is not** eligible to pursue the PCLS Approach in the same area(s).

An individual who has been employed in Alabama while holding an alternative or provisional-approach certificate(s) and has not been issued a professional educator certificate by Alabama in the area for which the alternative or provisional-approach certificate(s) was/were issued will not be eligible to begin the Provisional Certificate in Library Media or School Counseling Approach and may not be eligible for any other alternative or provisional-approach certificate. If an individual began an alternative or provisional certificate approach during or prior to the 2010-2011 scholastic year (that is, ten or more years ago), and did not complete the approach, the individual may begin an alternative approach again under current requirements.

A request for a PCLS may only be considered for an individual who is not eligible for certification in the specified area through any other alternative, reciprocal, or traditional approach.

**RECOMMENDATION**

To be completed by the employing county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the first PCLS for grades P-12 in the area of □ Library Media OR □ School Counseling.

**AUTHORIZATION and RESPONSIBILITIES**

My local board of education is willing to participate in the PCLS Approach and has authorized me to employ, as a full-time employee, the individual for whom this application packet is being submitted subject to the issuance of a valid provisional certificate. I understand that the PCLS 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 of the PCLS Approach.

I have checked the 2020-2021 Subject and Personnel Codes on the Departmental Web site [www.alsde.edu](http://www.alsde.edu) and the ALSDE Identity Management (AIM) Portal to ensure that with the area of the PCLS I am requesting, the applicant is properly certified for each period/block of the day. I understand that the applicant must be employed and his/her assignments must be in the specific area of the PCLS I am requesting. (If found to be needed, the applicant may be assigned for no more than one period/block of the day in any course for which proper certification is listed in the 2020-2021 Subject and Personnel Codes as “Any Certificate.”)

I understand that the first and second PCLS must be held by the applicant within the four scholastic years from the July 1 beginning date of the first PCLS.

I understand a PCLS is only valid for employment with the public school system or nonpublic/private school to which the PCLS is issued.

I understand that failure to appropriately assign the applicant may result in the applicant no longer being eligible to pursue a Professional Educator Certificate through the PCLS Approach.

I understand that failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

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/Nonpublic/Private School Representative’s Initials:**

________________________   ________________________

Signature of Superintendent/Nonpublic/Private School Administrator   School System/Eligible Nonpublic/Private School

________________________

Typed or Printed Name

________________________

Telephone Number   Date

________________________

City   State   ZIP Code

**Supplement CLI 8/2020**
# APPLICATION PACKET CHECKLIST FOR THE FIRST PCLS

Required for issuance of the **first PCLS**, valid **July 1, 2020 to June 30, 2021.** *Boxes are to be checked, as applicable.*

- **Submission of Supplement CIT with supporting documentation** verifying United States citizenship or lawful presence in the United States.
- **Submission of Application Part 2 of 2 (Form 1LC) including** the personal data barcode page.
- **Submission of Application Part 1 of 2 (Supplement CL1)** by the employing county/city superintendent or nonpublic/private school administrator.
- **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](http://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 ASBI and 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](https://tcert.alsde.edu/Portal).
  - 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 fingerprint process are available through Gemalto Cogent at [https://www.aps.gemalto.com/al/index_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm) or by calling (866) 989-9316.
- **Electronic submission by the testing company of the applicant’s current passing score** on the Alabama prescribed Praxis subject area test(s) of the Alabama Educator Certification Assessment Program (AECAP) for the recommended area of Library Media or School Counseling earned prior to October 1, 2020. The Praxis subject area test(s) must be appropriate to the content area for which the individual begins the PCLS. Praxis Subject area test(s) may be found at [https://www.ets.org/praxis/al/prov_cert_approaches/pcls_and_biea/](https://www.ets.org/praxis/al/prov_cert_approaches/pcls_and_biea/).
- **Proper assignment of the applicant each period/block of the day only in the area of the requested PCLS based on the 2020-2021 Subject and Personnel Codes.** The applicant may be assigned to no more than one period/block of the day in any course for which proper certification is listed in the 2020-2021 Subject and Personnel Codes as “Any Certificate.”
- **A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.**

*In addition to the above requirements, one of the options on pages 4 or 5, as applicable, must be met.*
The applicant completed an Alabama Class A (master’s degree level) State-approved program in Library Media and holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate. The applicant lacks only the two full years of full-time professional educational work experience required for issuance of the Class A Library Media Professional Educator Certificate. **The applicant must have been unconditionally admitted to the Class A State-approved program in Library Media prior to July 1, 2017.** This option will no longer be available beginning the 2021-2022 scholastic year. **With this option the Provisional Certificate will be issued at the master’s degree level.**

| Submission of official transcript(s) of the applicant of all credits and degrees earned. |
| Submission of the official transcript of the applicant indicating at least a master’s degree earned prior to October 1, 2020, from a senior institution that was regionally accredited at the time the degree was earned. |
| Submission of the official transcript of the applicant verifying all coursework required in the Alabama Class A (master’s degree level) State-approved program in Library Media was earned prior to October 1, 2020. |
| Submission of Supplement NA1 verifying that the applicant was unconditionally admitted to the Class A State-approved program in Library Media prior to July 1, 2017, and the applicant completed an Alabama Class A (master’s degree level) State-approved program in Library Media no more than sixty (60) months prior to the date the Supplement NA1 is received in the Educator Certification Section. |
| Submission of a photocopy of the applicant’s valid Alabama Professional Educator Certificate or Professional Leadership Certificate. |

**LIBRARY MEDIA: OPTION 2**

The applicant holds a master’s or higher degree from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate at the master’s degree level or higher in Library Media issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA). The applicant lacks only the two full years of full-time professional educational work experience required for issuance of the Class A or Class AA Library Media Professional Educator Certificate through the Certificate Reciprocity Approach. **With this option, the Provisional Certificate will be issued at the highest degree level of the applicant’s valid professional educator certificate in Library Media issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA.**

| Submission of official transcript(s) of the applicant of all credits and degrees earned. |
| Submission of the official transcript of the applicant indicating at least a master’s degree earned prior to October 1, 2020, from a senior institution that was regionally accredited at the time the degree was earned. |
| Submission of Supplement CER verifying the applicant holds a valid professional educator certificate at the master’s degree level or higher in Library Media issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA or submission of the original valid professional educator certificate at the master’s degree level or higher in Library Media issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA (the original professional educator certificate will be returned to the applicant). |

**LIBRARY MEDIA: OPTION 3**

**With this option, the Provisional Certificate will be issued at the level of the applicant’s highest earned degree in library media or library information systems from a senior institution that was regionally accredited at the time the degree was earned.**

| Submission of official transcript(s) of the applicant of all credits and degrees earned. |
| Submission of the official transcript of the applicant indicating a master’s or higher degree in library science or library information systems earned prior to October 1, 2020, and with a minimum overall grade point average (GPA) of at least 3.25 on a 4.0 scale from a senior institution that was regionally accredited at the time the degree was earned. The overall GPA must be the GPA that was used as the basis for granting the degree and posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Class A or Class AA Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement. |
SCHOOL COUNSELING: OPTION 1

The applicant completed an Alabama Class A (master’s degree level) State-approved program in School Counseling and holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate. The applicant lacks only the two full years of full-time professional educational work experience required for issuance of the Class A School Counseling Professional Educator Certificate. The applicant must have been unconditionally admitted to the Class A State-approved program in School Counseling prior to July 1, 2017. This option will no longer be available beginning the 2021-2022 scholastic year.

With this option the Provisional Certificate will be issued at the master’s degree level.

☐ Submission of official transcript(s) of the applicant of all credits and degrees earned.

☐ Submission of the official transcript of the applicant indicating at least a master’s degree earned prior to October 1, 2020, from a senior institution that was regionally accredited at the time the degree was earned.

☐ Submission of the official transcript of the applicant verifying all coursework required in the Alabama Class A (master’s degree level) State-approved program in School Counseling was earned prior to October 1, 2020.

☐ Submission of Supplement NA1 verifying that the applicant was unconditionally admitted to the Class A State-approved program in School Counseling prior to July 1, 2017, and the applicant completed an Alabama Class A (master’s degree level) State-approved program in Library Media no more than sixty (60) months prior to the date the Supplement NA1 is received in the Educator Certification Section.

☐ Submission of a photocopy of the applicant’s valid Alabama Professional Educator Certificate or Professional Leadership Certificate.

SCHOOL COUNSELING: OPTION 2

The applicant holds a master’s or higher degree from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate at the master’s degree level or higher in School Counseling issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA). The applicant lacks only the two full years of full-time professional educational work experience required for issuance of the Class A or Class AA School Counseling Professional Educator Certificate through the Certificate Reciprocity Approach.

With this option, the Provisional Certificate will be issued at the highest degree level of the applicant’s valid professional educator certificate in School Counseling issued by another state, the District of Columbia, a U.S. Territory, or the DoDEA.

☐ Submission of official transcript(s) of the applicant of all credits and degrees earned.

☐ Submission of the official transcript of the applicant indicating a master’s or higher degree earned prior to October 1, 2020, from a senior institution that was regionally accredited at the time the degree was earned.

☐ Submission of Supplement CER verifying the applicant holds a valid professional educator certificate at the master’s degree level or higher in School Counseling issued by another state, the District of Columbia, a U.S. Territory, or the DoDEA or submission of the original valid professional educator certificate at the master’s degree level or higher in School Counseling issued by another state, the District of Columbia, a U.S. Territory, or the DoDEA (the original professional educator certificate will be returned to the applicant).

SCHOOL COUNSELING: OPTION 3

The applicant completed a master’s or higher degree in an area of counseling other than school counseling from a senior institution that was regionally accredited at the time the degree was earned and holds a valid license issued by a state board of examiners in counseling.

With this option, the Provisional Certificate will be issued at the level of the applicant’s highest earned degree in an area of counseling from a senior institution that was regionally accredited at the time the degree was earned.

☐ Submission of official transcript(s) of the applicant of all credits and degrees earned.

☐ Submission of the official transcript(s) of the applicant indicating a master’s or higher degree in an area of counseling other than school counseling earned prior to October 1, 2020, from a senior institution that was regionally accredited at the time the degree was earned.

☐ Submission of a photocopy or screenshot of the applicant’s valid license as:
  - An Associate Licensed Counselor (ALC) issued by a state board of examiners in counseling; OR
  - A Licensed Professional Counselor (LPC) issued by a state board of examiners in counseling.
**REQUIREMENTS FOR THE SECOND PCLS**

**Second PCLS:** If the first PCLS was held during the **2020-2021** scholastic year, the requirements for issuance of the **second** PCLS, valid during the 2021-2022, 2022-2023, or 2023-2024 scholastic year are:

**Note:** This certificate may be requested only if one full scholastic year of full-time professional educational work experience, in the area for which the first PCLS was issued and was proper certification, was completed while holding the first PCLS.

1. Submission of the Application for the Second PCLS by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the **nonrefundable** application fee.
3. Submission of Supplement EXP verifying the applicant completed a full scholastic year of full-time professional educational work experience while holding the first PCLS during the 2020-2021 scholastic year with the **full-time assignment** having been in the area for which the first PCLS was issued and was proper certification. (The applicant may have been assigned for no more than one period/block of the day in any course for which proper certification was listed in the **2020-2021 Subject and Personnel Codes** as “Any Certificate.”)
4. Proper assignment of the applicant each period/block of the day only in the area of the requested PCLS based on the **Subject and Personnel Codes**. The applicant may be assigned to no more than one period/block of the day in any course for which proper certification is listed in the **Subject and Personnel Codes** as “Any Certificate.”
5. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.

**REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE**

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in Library Media or School Counseling Approach. This application must be submitted by the individual and must be received in the Educator Certification Section by, or must be postmarked no later than, **October 1** of the calendar year during which the second PCLS expires.
2. Submission of the **nonrefundable** application fee.
3. Submission of Supplement EXP verifying the applicant’s full year of full-time appropriate educational experience while holding the second PCLS during the 2021-2022, 2022-2023, or 2023-2024 scholastic year, with the full-time assignment having been in the area for which the second PCLS was issued and was proper certification. (The applicant may have been assigned for no more than one period/block of the day in any course for which proper certification was listed in the **Subject and Personnel Codes** as “Any Certificate.”)

**IMPORTANT INFORMATION**

As an applicant through the Provisional Certificate in Library Media or School Counseling (PCLS) Approach to certification, I understand that:

- Meeting requirements of the PCLS Approach leads to a Professional Educator Certificate for grades P-12 in the area and at the degree level of the two PCLSs held.
- The first and second PCLS must be held within the four scholastic years from the July 1 beginning date of the first PCLS.
- I must complete one full scholastic year of full-time professional educational work experience in the area of the first PCLS while holding the first PCLS. If not, the second PCLS cannot be issued.
- For issuance of the Professional Educator Certificate, I must complete two full scholastic years of full-time professional educational work experience (which must have been a full-time assignment each year in the area for which the two PCLSs were issued and were proper certification) while holding the two PCLSs.
- The application for a subsequent PCLS must be received in the Educator Certification Section no later than **October 1** of the scholastic year for which the certificate is to be issued.
## IMPORTANT INFORMATION

- I must make application for the **Professional Educator Certificate** and the application must be received in the Educator Certification Section no later than **October 1** of the calendar year the second PCLS expires.

- If I held the first and second PCLSs and have not completed requirements for the Professional Educator Certificate in the area of the two PCLSs by the expiration date of the second PCLS, I shall no longer be eligible for employment under a PCLS or any provisional certificate approach.


## APPLICATION SUBMISSION and ATTESTATIONS

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

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

- 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 [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click Provisional Certificates).

- I understand that I must **thoroughly read** all requirements of this approach.

- I understand what is required to obtain the subsequent PCLS and I have received a photocopy of this form, reflecting signatures.

- 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 ______________________________