The Second Provisional Certificate in Library Media or School Counseling (PCLS) for the 2020-2021 Scholastic Year

Application Part 1 of 2 and Summary of Requirements

The application process for the Second 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 2LC.

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
**GENERAL INFORMATION**

This application is to be completed for individuals seeking a second 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).

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 second 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 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:**

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<thead>
<tr>
<th>Signature of Superintendent/Nonpublic/Private School Administrator</th>
<th>School System/Eligible Nonpublic/Private School</th>
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<tbody>
<tr>
<td>Typed or Printed Name</td>
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Supplement CL2 8/2020
**APPLICATION PACKET CHECKLIST FOR THE SECOND PCLS**

Boxes are to be checked, as applicable.

If the first PCLS was held during the **2018-2019** or **2019-2020** scholastic year, the requirements for issuance of the second PCLS, valid July 1, 2020 to June 30, 2021 are:

- **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 2LC) **including** the personal data barcode page.

- **Submission of** Application Part 1 of 2 (Supplement CL2) 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.

- **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 2018-2019 or 2019-2020 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 2018-2019 or 2019-2020 **Subject and Personnel Codes** as “Any Certificate.”)

- 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.

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**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, 2021.**

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 2020-2021 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 2020-2021 **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 have completed 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.
- If I held the first and second PCLS 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 (click Provisional Certificates).
- I understand that I must thoroughly read all requirements of this approach.
- I understand what is required to obtain the Professional Educator Certificate through this approach and I have received a photocopy of this form, reflecting signatures.
- **Applicant Initials:** I understand that I must make application for the issuance of the Professional Educator Certificate and the application must be received in the Educator Certification Section no later than October 1, 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 ____________________________________