Application Part 1 of 2

and

Summary of Requirements

The Speech-Language Pathology Professional Educator Certificate Approach

This form must be printed and submitted along with Form PSL.

This certificate authorizes the holder to serve only as a Speech-Language Pathologist in grades P-12 in an Alabama public school system or nonpublic/private school.
**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 PSL including the personal data barcode page, this Supplement LSP, the $30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making application for certification. Applicants 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, applicants should review current requirements at www.alsde.edu/EdCert (click Other Approaches ⇒ All Links ⇒ Speech-Language Pathology Professional).

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 the Class A (master’s degree level) Speech-Language Pathology Professional Educator Certificate 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 LSP).
- Application Part 2 of 2 (Form PSL) **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.alabamaintersactive.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 https://tcert.alsde.edu/Portal.

- Official transcripts of all degrees and credits earned. All degrees and credits must be verified on an official transcript(s) and must be submitted to the Educator Certification Section in a sealed envelope from the institution(s). The applicant’s current full name and Social Security number must accompany the transcript(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the following transcript services:
  - Credentials Solutions’ TranscriptNetwork™, or
  - eSCRIP-SAFE, or
  - National Student Clearinghouse. **(Note: There are two methods that National Student Clearinghouse uses to submit transcripts electronically (1) Electronic Transcript Exchange and (2) Electronic PDF. Electronic PDF transcripts will not be accepted by this Section.)**

- Official transcript verifying an earned bachelor’s degree; **AND**
- Official transcript verifying an earned master’s degree from a senior institution that was regionally accredited at the time the degree was conferred.

- Verification of a valid Speech-Language Pathology License issued by a state’s speech-language pathology licensing board/agency (e.g., Alabama Board of Examiners for Speech-Language Pathology & Audiology) by submission of:
  - A photocopy of the **valid** license; **OR**
  - A photocopy of the renewal card verifying the **valid** license; **OR**
  - A screenshot from the web site of the state’s speech-language pathology licensing board/agency verifying the **valid** license.
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 LSP)
- Application Part 2 of 2 (Form SPL), 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

Supplement LSP 11/2018