Application Part 1 of 2
and
Summary of Requirements

The Speech-Language Pathology Temporary Certificate (SLTC)

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

The application process for the Speech-Language Pathology Temporary Certificate must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.
GENERAL INFORMATION

This application is to be completed for individuals seeking a Speech-Language Pathology Temporary Certificate (SLTC) 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. The Educator Certification Section is unable to determine eligibility for a SLTC until Form TSL, Supplement LST, and all required components have been received. Applications will not be assigned to a certification specialist for review until at least a completed Form TSL including the personal data barcode page, this Supplement LST, 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 that the application is received in the Educator Certification Section. Since certification requirements are subject to change, applicants may review current requirements at www.alsde.edu/EdCert (click Other Approaches Speech-Language Pathology Temporary.)

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.

RECOMMENDATION

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

I recommend this applicant for the SLTC for the scholastic year beginning July 1, _____.

My local board of education has authorized me to employ the individual for whom this application packet is being submitted, subject to the issuance of his/her SLTC. I understand that the SLTC will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received.

I have checked the current Subject and Personnel Codes on the Departmental Web site www.alsde.edu and the ALSDE Identity Management (AIM) Portal to ensure that the applicant is properly certified for each period/block of the day. I understand that this certificate authorizes the holder to serve only as a Speech-Language Pathologist in grades P-12 and is not proper certification for any other assignment.

I understand that failure to assign the applicant properly 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 ____________________________

Typed or Printed Name __________________________________________________________

School System/Eligible Nonpublic/Private School ________________________________

TelephoneNumber __________ Date __________ Mailing Address ______________________________

City __________ State __________ ZIP Code __________

APPLICATION PACKET CHECKLIST

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 1 of 2 (Supplement LST) by the employing county/city superintendent or nonpublic/private school administrator.

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

☐ Submission of 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.

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□ 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://lcert.alsde.edu/Portal.

□ Submission of official transcripts of all degrees and credits earned. All degrees and credits earned 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 a master’s or higher degree was earned prior to the date the application is received in the Educator Certification Section from a senior institution that was regionally accredited at the time the degree was conferred.

□ Submission of Supplement TSS verifying that prior to the date the application is received in the Educator Certification Section the applicant:
- Completed at least a master’s degree level speech-language pathology program that was accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA) at the time of program completion; OR
- Completed at least a master’s degree level speech-language pathology program that was in candidacy status of accreditation by the Council on Academic Accreditation (CAA) of the American Speech-Language Hearing Association (ASHA) at the time of program completion.
- Satisfactorily completed the CAA-prescribed Praxis subject area test.

Supplement TSS will be completed by the college/university and returned to the applicant in a sealed envelope. The sealed envelope should be provided to the employer for submission to the Educator Certification Section as part of the complete application packet. If the sealed envelope is opened by the employer to verify its completion, the form must be initialed and dated by the LEA/nonpublic/private school representative.

**IMPORTANT INFORMATION**

As an applicant for the Speech-Language Pathology Temporary Certificate, I understand that:
- The Speech-Language Pathology Temporary Certificate is valid from the date of issuance, through the remainder of the same scholastic year, and for the next scholastic year.
- The Speech-Language Pathology Temporary Certificate is nonrenewable and cannot be reissued.
- The Speech-Language Pathology Temporary Certificate authorizes me to serve only as a Speech-Language Pathologist in grades P-12 in an Alabama public or nonpublic/private school.
- I must apply for the Class A Speech-Language Pathology Professional Educator Certificate once I have received my 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). Requirements for this certificate may be found on the Application for the Speech-Language Pathology Professional Educator Certificate at www.alsde.edu/EdCert (click Other Approaches ⇒ All Links ⇒ Speech-Language Pathology Professional).
- I 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.

Applicant’s signature to verify that he/she has thoroughly read this document in its entirety, understands what is required to obtain the Speech-Language Pathology Temporary Certificate, and that he/she has received a photocopy of this form, reflecting signatures.

Date __________________________ Signature of Applicant __________________________