The Career and Technical Education Additional Teaching Field Degree Equivalent Certificate Approach

**Additional Alabama Certification Based on a Valid Bachelor's Equivalent Technical Education 2 or
Higher Career and Technical Certificate in a Technical Education Program Area,
a Passing Score on an Occupational Proficiency Assessment, and
P-12 Classroom Teaching Experience**

Application *Part 1 of 2* and Summary of Requirements

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

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

1. Individuals who hold a **valid** Alabama Bachelor's Equivalent Technical Education 2 (or higher) Career and Technical Certificate in a technical education program area, meet occupational proficiency assessment requirements (test score, license, or credential) in effect on the date the application is received in the Educator Certification Section, and verify the required classroom teaching experience in grades P-12 may add selected Technical Education program area(s) to their existing certificate through the Career and Technical Education Additional Teaching Field Degree Equivalent Certificate Approach.

   a. This approach is not available to an individual who holds only a Professional Educator Certificate, Professional Leadership Certificate, Provisional Certificate, Interim Employment Certificate, Business and Industry to Educational Administrator Certificate, Conditional Certificate in a Teaching Field, Higher Education Transitional Certificate, Career and Technical Temporary Certificate, Speech-Language Pathology (Assistant, Temporary, and/or Professional Educator) Certificate, Dyslexia Therapist Endorsement, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Early Childhood Development Certificate, Emergency Certificate, Substitute License, or Adjunct Instructor Permit.

2. Two full scholastic years of full-time, classroom teaching experience, which must have been in a P-12 setting, are required. **Partial years cannot be combined to meet this requirement.**

3. Alabama's currently valid passing score on the appropriate Alabama State Department of Education (ALSDE) approved occupational proficiency assessment (test score, license, or credential) for the technical education program area(s) for which the certificate is sought is required. The occupational proficiency assessment in effect on the date the application is received in the Educator Certification Section must be met.

4. **The teaching experience and occupational proficiency requirements must be met prior to application submission.** If these requirements are not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet the experience and occupational proficiency requirements in effect on the date the application is received in the Educator Certification Section.

OCCUPATIONAL PROFICIENCY INFORMATION

- Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in the technical education program area(s) for which the certificate is sought may be obtained at Approved Occupational Proficiencies. Since occupational proficiency assessments are subject to change, applicants may review current requirements at Approved Occupational Proficiencies.
  - Occupational Proficiency assessment(s) **less than MASTER level** meet requirements for the new technical education program area to be added to a valid Bachelor's Equivalent Technical Education 2 certificate. If a valid Bachelor's Equivalent Technical Education 2 certificate **is not held** one will be issued with an endorsement in the new technical education program area(s).
  - Occupational Proficiency assessment(s) **at the MASTER level** meet requirements for the new technical education program area to be added to a valid Bachelor's Equivalent Technical Education 2 certificate **if** this is the only valid Degree Equivalent Technical Education Certificate held.
  - Occupational Proficiency assessment(s) **at the MASTER level** meet requirements for the new technical education program area to be added to the highest valid Degree Equivalent Technical Education Certificate above the Bachelor's Equivalent Technical Education 2 Certificate.

AVAILABLE PROGRAM AREAS

ONLY the program areas listed below are available through this approach.

I request certification in the following program area(s) **(check all that apply)**:
The Health Science program area is not available through this approach.

Grades 6-12

- ☐ Technical Education: Advertising Design
- ☐ Technical Education: Animation
- ☐ Technical Education: Automotive Service
- ☐ Technical Education: Aviation Technology
- ☐ Technical Education: Building Construction
- ☐ Technical Education: Cabinetmaking
- ☐ Technical Education: Carpentry
- ☐ Technical Education: Clean Energy
- ☐ Technical Education: Collision Repair
- ☐ Technical Education: Commercial Photography
- ☐ Technical Education: Computer Electronics
- ☐ Technical Education: Computer Science
- ☐ Technical Education: Computer Science - PLTW
- ☐ Technical Education: Correctional Service
- ☐ Technical Education: Cosmetology
- ☐ Technical Education: Culinary Arts
- ☐ Technical Education: Database Design
- ☐ Technical Education: Diesel Technology
- ☐ Technical Education: Drafting Design Technology
- ☐ Technical Education: Electrical Technology
- ☐ Technical Education: Electronics Technology
- ☐ Technical Education: Emergency and Fire Management Services
- ☐ Technical Education: Engineering
- ☐ Technical Education: Engineering - PLTW
- ☐ Technical Education: Global Logistics & Supply Chain Management
- ☐ Technical Education: Graphic Arts

- ☐ Technical Education: Health Informatics
- ☐ Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)
- ☐ Technical Education: Heavy Equipment Operations
- ☐ Technical Education: Industrial Maintenance – Electrical and Instrumentation
- ☐ Technical Education: Industrial Maintenance – Mechanical
- ☐ Technical Education: Informatics
- ☐ Technical Education: Innovations in Science and Technology
- ☐ Technical Education: Integrated Production Technologies
- ☐ Technical Education: Law Enforcement
- ☐ Technical Education: Legal Services
- ☐ Technical Education: Manufacturing
- ☐ Technical Education: Marine Technology
- ☐ Technical Education: Masonry
- ☐ Technical Education: Network Systems and Computer Services
- ☐ Technical Education: Plumbing
- ☐ Technical Education: Power Equipment
- ☐ Technical Education: Precision Machining
- ☐ Technical Education: Programming and Software Development
- ☐ Technical Education: Television Production
- ☐ Technical Education: Welding
- ☐ Technical Education: Working in Multicultural Environments: Korean

APPLICATION REQUIREMENTS and CHECKLIST	

APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.
An application packet for Alabama certification must include the items listed below:

❑	Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
❑	Application Part 1 **of** 2 (Supplement PED).
❑	Application Part 2 **of** 2 (Form DEP) **including** the personal data barcode page.
❑	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 (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 Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (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.
- Applicants for initial certification, additional certification, and certificate renewal **who have not been cleared** by both the ASBI and 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 or by calling (866) 989-9316.

❑	A valid Bachelor's Equivalent Technical Education 2 (or higher) Career and Technical Certificate.
❑	Supplement(s) EXP, submitted by the school system(s)/nonpublic/private school(s), where the applicant was employed, verifying two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience within a P-12 setting. The experience requirement must be met **prior to application submission**.

- The applicant must request the school system(s)/nonpublic/private school(s) where he/she was employed to complete and submit to the Educator Certification Section a Supplement(s) EXP verifying appropriate experience.

I have forwarded Supplement EXP to _____**for completion.**
<div align="center">**(Name(s) of Employing School System(s)/Nonpublic/Private School(s))**</div>

❑	Verification of a passing score on the appropriate ALSDE approved occupational proficiency assessment in effect on the date this application is received in the Educator Certification Section. Current ALSDE approved occupational proficiency requirements may be obtained at Approved Occupational Proficiencies.
❑	*For Technical Education Program Areas:* A photocopy of the applicant's currently valid passing score on the ALSDE approved occupational proficiency assessment (test score, license, or credential) in the technical education program area for which the certificate is being sought. The occupational proficiency assessment must be the assessment in effect on the date this application is received in the Educator Certification Section and must be met **prior to application submission**. See the **OCCUPATIONAL PROFICIENCY INFORMATION** section of this form for additional information.

Name: _____   *SSN:* _____-_____-_____

❑ **For each program area** sought, indicate the appropriate ALSDE approved occupational proficiency assessment being submitted.			
Program Area (e.g., drafting design, welding, plumbing)	**Grade Level (6-12)**	**Name of ALSDE approved Occupational Proficiency Assessment(s)**	**Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed**
	6-12		
	6-12		
	6-12		

APPLICATION SUBMISSION and ATTESTATIONS
I understand the Educator Certification Section is unable to determine eligibility for Alabama certification until all required application components have been received and reviewed. Additional information may be requested upon review of the file. The submission of supporting documents ONLY (e.g., Supplement EXP) does not constitute making application for certification. Incomplete forms will delay the review of the file.   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 Additional Teaching Field-Degree Equivalent Certificate.   I understand that I must **thoroughly read** all requirements of this approach (Supplement PED 06/2020).   I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.   By affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____   **Signature of Applicant** _____

I have completed the following documents, and I am mailing them to the address below:
- ◻ Supplement CIT, including supporting documentation
- ◻ Application Part 1 of 2 (Supplement PED)
- ◻ Application Part 2 of 2 (Form DEP), including the personal data barcode page
- ◻ Money order, cashier's check, or receipt verifying online payment of $30.00 application fee
- ◻ Required supporting documentation

All documentation must be mailed to the following address:
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Montgomery, AL 36130-2101