Application Part 1 of 2 and Summary of Requirements

The Nationally Certified School Psychologist Approach

This form must be printed and submitted along with Form CLP.
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 CLP including the personal data barcode page, this Supplement PLC, 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 through the National Certified School Psychologist Approach. 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 to National School Psychologist).

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 National Certified School Psychologist Approach 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 PLC).

☐ Application Part 2 of 2 (Form CLP) 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 http://tcert.alsde.edu/Portal/Public.

☐ 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. 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 at least an earned master’s degree from a senior institution that was regionally accredited at the time the degree was conferred.

NOTE: The Professional Educator Certificate issued through this approach shall be issued at the Class A (master’s degree level) or Class AA (sixth-year level) based on the applicant’s highest earned degree in school psychology from a senior institution that was regionally accredited at the time the degree was conferred.

☐ Verification of a Nationally Certified School Psychologist Certificate by submission of:

- The original valid Nationally Certified School Psychologist Certificate; OR

- A photocopy of the valid Nationally Certified School Psychologist Card; OR

□ Successful completion of the Alabama-prescribed Praxis subject area test(s) of the Alabama Educator Certification Assessment Program (AECAP) is required. Required tests will be individually prescribed by the Educator Certification Section when eligibility for certification has been determined. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section do so at their own risk.**

**TEST INFORMATION**

NOTE: Praxis subject area test requirements (tests and/or scores) changed September 1, 2018.

- Individuals whose applications are received in the Educator Certification Section on or after September 1, 2018, must meet the new testing requirements.
- Individuals who attempt tests on or after September 1, 2018, must meet the new testing requirements.

Information pertaining to the testing changes may be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click on NEW Testing Policies).

1. Information about the current Alabama-prescribed Praxis subject area test(s) of the AECAP may be obtained at [www.ets.org/praxis/al](http://www.ets.org/praxis/al) (click Other Certification Approaches ≈ Licensure) or by contacting the staff in the Educator Assessment Section at (334) 694-4594 or edassessment2@alsde.edu.

2. **ONLY Alabama-prescribed Praxis subject area tests and their minimum required scores that are in effect on the date the application is received in the Educator Certification Section of the ALSDE are accepted.**

3. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant’s complete Social Security number directly from the Educational Testing Service (ETS) to this Department, will be accepted.

4. ETS automatically forwards official Praxis score reports to this Department if the Alabama-prescribed test is taken in Alabama and the applicant’s complete Social Security number is included. **For Alabama-prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.**

5. Praxis subject area test(s) that are not prescribed for use in Alabama will not be reported to this Department by ETS.

6. The applicant’s failure to provide his/her complete and correct Social Security number to ETS will delay the certification process.

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, including supporting documentation
- □ Application Part 1 of 2 (Supplement PLC)
- □ Application Part 2 of 2 (Form CLP), 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