Certificate Renewal (Reinstatement) of Professional Educator Certificates

To reinstate a certificate is to make valid a certificate that is no longer current.

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

These requirements are not applicable to reinstate certificates in the areas of:
Educational Administrator, Superintendent, Principal (any grade level), Supervisor (general or specific subject area and/or grade level), Superintendent-Principal, Career and Technical Administrator, or Instructional Leader

Changes in testing requirements became effective September 1, 2018.
See the TEST INFORMATION section of this form.

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: pss@alsde.edu.
GENERAL INFORMATION

As a professional educator certified by the Alabama State Department of Education (ALSDE), it is the educator’s responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate.

The allowable credit and allowable professional development requirements to reinstate a certificate must be completed within five years (60 months) immediately prior to receipt of the application in the Educator Certification Section of the ALSDE. Example: If the application is received on December 1, 2019, the allowable credit and allowable professional development requirements must have been met between December 1, 2014 and November 30, 2019. The allowable credit and allowable professional development must be completed prior to application submission.

If applicable, a passing score(s) on the Alabama-prescribed Praxis subject area test(s) for the area(s) of certification in which reinstatement is sought must be attained on a test administration date after the most recent expiration date of the certificate(s) to be reinstated and prior to application submission. The test(s) and passing score(s) must be those in effect on the date the application is received in the Educator Certification Section.

For renewal requirements of Professional Leadership Certificates and/or Professional Educator Certificates in Areas of Administration and/or Supervision or renewable Career and Technical Type, Level, Specialty Area and Degree Equivalent Certificates, see the appropriate application at www.alsde.edu/EdCert (click Certificate Renewal).

CERTIFICATE RENEWAL COMPONENTS (REINSTATEMENT)

Allowable Credit (coursework)

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution.

2. Allowable credit must be earned in one of the following:
   a. A State/state-approved P-12 educator preparation program in the teaching field or area of instructional support of the certificate(s) held; OR
   b. A State/state-approved P-12 educator preparation program in a different teaching field or area of instructional support of the certificate(s) held; OR
   c. An academic content course in the teaching field or area of instructional support of the certificate(s) held; OR
   d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

Note: For options 2.a. or 2.b., if credit is earned at a non-Alabama regionally accredited senior institution, Supplement RCR must be submitted to verify that the coursework is part of a state-approved P-12 educator preparation program.

Note: For options 2.a. or 2.b., if credit is earned at an Alabama regionally accredited senior institution, Supplement RCR may be requested if the Educator Certification Section is unable to verify that the coursework is part of a State-approved P-12 educator preparation program.

Supplement RCR may be found at www.alsde.edu/EdCert (click Certificate Renewal ⊥ Professional Educator).

3. Allowable credit must meet one of the following criteria:
   a. For reinstatement of a Class B Professional Educator Certificate the courses must be junior, senior, or graduate level and a grade of “C” or above must be earned in each course.
   b. For reinstatement of a Class A or Class AA Professional Educator Certificate the courses must be graduate level courses (for which graduate credit must be earned) and a grade of “B” or above must be earned in each course.

4. Allowable credit used for certificate reinstatement must be verified on an official transcript(s) and 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.)

5. Credit that was applied for issuance of a certificate cannot be applied toward its renewal.

6. Clock hours of allowable professional development are not equivalent to college course credit.
Allowable Clock Hours of Professional Development

The Educator Certification Section reserves the right to request additional information regarding the professional development submitted. In addition, the Educator Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom or area of instructional support.

1. Clock hours of allowable professional development submitted for renewal shall be:
   a. Consistent with the Alabama Standards for Professional Development found at www.alsde.edu/EdCert (click Certificate Renewal & Professional Educator) and based on the individual’s professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals, and evaluation of the activity;
   b. Verified on Supplement VPD, OR Supplement EXP, OR on a Chalkable Professional Development (Chalkable PD) training history report for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion.
   c. Professional development activities must include the specific title, date, and number of clock hours. Example: Communicating with Parents; January 12, 2017; 1.5 clock hours. Activities with generic titles such as “faculty meetings,” “grade-level meetings,” “teacher in-service,” “institute,” “clinic,” “data meetings,” “professional development,” etc., are not specific titles of professional development activities. If titles such as these are used, a detailed explanation of each activity must be included.

2. The following activities are only accepted if verified by the employer as allowable professional development (see Professional Educational Work Experience below for allowable employers). For certificate reinstatement, no more than 10 clock hours of each of the following activities may be counted as allowable professional development:
   a. Travel
   b. Journals/publications
   c. Auditing of courses
   d. Presentations
   e. Supervising of student interns
   f. Book study

3. College course credit is not equivalent to clock hours of professional development.

Professional Educational Work Experience

Professional educational work experience is full-time educational employment in:

- A state or local public school (grades P-12);
- A church-related/parochial school (grades P-12);
- Alabama State Department of Education sponsored initiatives (e.g., Alabama Math, Science, and Technology Initiative-AMSTI);
- A State Department of Education;
- A professional education association;
- A college or university that was regionally accredited when the experience was earned;
- An Alabama nonpublic/private school (grades P-12);
- An Alabama charter school (grades P-12);
- A nonpublic/private school or charter school (grades P-12) outside of Alabama that was regionally accredited or approved by the State Department of Education where the school was geographically located when the experience was earned. The school MUST SUBMIT documentation of their accreditation or approval by that State Department of Education, during the school year(s) the professional development was earned, with Supplement EXP or Supplement VPD;
- A federally operated grades P-12 school (e.g., Department of Defense Education Activity, Bureau of Indian Affairs, etc.);
- A Head Start Program under the legal jurisdiction of a public school system when the experience was earned; OR
- A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the experience was earned.
APPLICATION Part 1 of 2

The Educator Certification Section 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 RPR including the personal data barcode page, this Supplement RP2, the $30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., official transcript) does not constitute making application for certificate reinstatement. Applicants must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section of the ALSDE. Since certification requirements are subject to change, applicants may review current requirements at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click Certificate Renewal for Professional Educator).

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 certificate reinstatement must include the items listed below (as applicable):

The allowable credit, allowable professional development, and test requirement(s) (if applicable) **must be completed prior to application submission.**

☐ Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.

☐ Application Part 1 of 2 (Supplement RP2).

☐ Application Part 2 of 2 (Form RPR) 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.alabamainteractive.org/education](http://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.

☐ 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 Cognent may be obtained 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 (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](https://tcert.alsde.edu/Portal).

**In addition to the items above, one of the following reinstatement options must be met:**

- If your certificate has lapsed for **less than 12 months** the four options you may use to reinstate your area(s) of certification are:

  1. 6 semester hours of allowable credit **and** 50 clock hours of allowable professional development completed within five years (60 months) immediately prior to receipt of the application in the Educator Certification Section.

    - Submission of an official transcript verifying **6 semester hours** of allowable credit.

    - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program. Supplement RCR can be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click Certificate Renewal for Professional Educator).

    - Submission of Supplement VPD, Supplement EXP, Chalkable PD training history report, and/or certificates of completion verifying **50 clock hours** of allowable professional development. Supplement VPD and Supplement EXP can be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click Certificate Renewal for Professional Educator).

  2. 9 semester hours of allowable credit completed within five years (60 months) immediately prior to receipt of the application in the Educator Certification Section.

    - Submission of an official transcript verifying **9 semester hours** of allowable credit.

    - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program. Supplement RCR can be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click Certificate Renewal for Professional Educator).
3. 150 clock hours of allowable professional development completed within five years (60 months) immediately prior to receipt of the application in the Educator Certification Section.

This option must be met using allowable clock hours of professional development and verified as listed below. A combination of the two submission methods below may be used.

☐ Submission of Chalkable PD training history report and/or Supplement VPD and/or Supplement EXP verifying **clock hours** of allowable professional development. This professional development **MUST** be verified by one of the following entities:

- A state or local public school (grades P-12);
- A church-related/parochial school (grades P-12);
- Alabama State Department of Education sponsored initiatives (e.g., Alabama Math, Science, and Technology Initiative-AMSTI);
- A State Department of Education;
- A professional education association;
- A college or university that was regionally accredited when the professional development was earned;
- An Alabama nonpublic/private school (grades P-12);
- An Alabama charter school (grades P-12);
- A nonpublic/private school or charter school (grades P-12) outside of Alabama that was regionally accredited or approved by the State Department of Education where the school was geographically located when the professional development was earned. The school **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the professional development was earned, with Supplement VPD or Supplement EXP;
- A federally operated grades P-12 school (e.g., Department of Defense Education Activity, Bureau of Indian Affairs, etc.);
- A Head Start Program under the legal jurisdiction of a public school system when the professional development was earned; **OR**
- A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the professional development was earned.

AND/OR

☐ Submission of Chalkable PD training history report and/or Supplement VPD and/or Supplement EXP and/or certificates of completion verifying **clock hours** of allowable professional development completed through the following providers **ONLY. NO exceptions will be made regarding these providers.**

- eLearning for Educators-Alabama;
- Alabama Regional Inservice Centers;
- Alabama State Department of Education sponsored initiatives (e.g., AMSTI);
- State Departments of Education;
- Alabama Department of Early Childhood Education (e.g., Office of School Readiness);
- Professional education associations (e.g., Council for Leaders in Alabama Schools / State Affiliates of the National Education Association / American Federation of Teachers);
- Professional content area associations (e.g., National Council of Teachers of Mathematics);
- Alabama Public Television (APT);
- Regionally accredited college or university; **OR**
- Continuing education courses completed at a regionally accredited college or university.
4. Passing score(s) on the Alabama-prescribed Praxis subject area test(s) for each area of certification in which reinstatement is sought. The test(s) and passing score(s) must be those in effect on the date the application is received in the Educator Certification Section and must be attained on a test administration date AFTER the most recent date of certificate expiration and prior to application submission. See TEST INFORMATION below to ensure the correct test(s) have been taken and the required minimum passing scores(s) have been achieved.

- Alabama-prescribed Praxis subject area test(s) scores electronically submitted to the Alabama State Department of Education.

This option is not available if your lapsed certificate is in an area of certification for which there is no current Alabama-prescribed Praxis subject area test. Go to options 1, 2, and 3 on pages 4 and 5 for the requirements to reinstate those areas.

List the certification areas(s) being reinstated and testing information below:

<table>
<thead>
<tr>
<th>Area of Certification</th>
<th>Grade Level(s)</th>
<th>Test Number and Name of Alabama-prescribed Praxis subject area test(s)</th>
<th>Date Test(s) Taken and Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g., elementary education, school counseling)</td>
<td>(e.g., K-6, P-12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

➢ If your certificate has lapsed for more than 12 months the ONLY option you may use to reinstate your area(s) of certification is option 4 above.

**TEST INFORMATION**

**NOTE:** Praxis subject area test requirements (tests and/or scores) changed on 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 these testing changes may be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (Click on NEW Testing Policies).

1. Applicants meeting the testing option must successfully meet the Praxis subject area test requirements(s) of the Alabama Educator Certification Assessment Program (AECAP) in effect on the date the application is received in the Educator Certification Section of the ALSDE.

2. Information about the 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 Reinstatement) or by contacting the staff in the Educator Assessment Section at (334) 694-4594 or edassessment2@alsde.edu.

3. 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 are accepted.

4. **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.

5. 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.**

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

7. 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 of the ALSDE. **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 RP2)
- Application Part 2 of 2 (Form RPR), including the personal data barcode page
- Money order, cashier’s check, or receipt verifying online payment of $30.00 application fee
- Required supporting documentation (based upon the reinstatement option used)

___________________________________  ______________________________________
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