Application Part 1 of 2
and
Summary of Requirements

Junior Reserve Officer Training Corps (JROTC) Certificate

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

The application process for the JROTC Certificate must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.

Alabama State Department of Education

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
This application is to be completed for individuals seeking initial issuance or reissuance of the JROTC Certificate 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).

The Educator Certification Section is unable to determine eligibility for the JROTC Certificate until Form RTC including the personal data barcode page, Supplement CTR, and all required components have been received. The submission of supporting documents ONLY (e.g., application fee) does not constitute making application for a JROTC Certificate.

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.

The JROTC Certificate cannot be renewed but may be reissued.

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

I recommend this applicant for □ initial issuance □ reissuance of the JROTC certificate. It is my desire to employ the applicant for the scholastic year beginning July 1, ______ to serve as a JROTC instructor. I hereby certify that he/she has been recommended and approved by a branch of the United States military to serve in this capacity.

I have checked the current Subject and Personnel Codes on the Departmental Web site http://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 the applicant’s assignments must be in the area for which the JROTC Certificate I am requesting is proper certification.

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 have given a photocopy of this form to the applicant.

___________________________________
Signature of Superintendent/Nonpublic/Private School Administrator

___________________________
Typed or Printed Name

___________________________________
School System/Eligible Nonpublic/Private School

___________________________
Mailing Address

___________________________
City

___________________________
State

___________________________
ZIP Code

APPLICATION PACKET CHECKLIST

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

□ Application Part 1 of 2 (Supplement CTR).

□ Application Part 2 of 2 (Form RTC) 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 (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.