Application *Part 1 of 2 and Summary of Requirements*

This form must be printed and submitted along with Form CBP.
GENERAL INFORMATION

1. Individuals who hold a **valid** Alabama Professional Educator Certificate in a teaching field, meet occupational proficiency assessment requirements (test score, license, or credential) in effect on the date the application is received in the Educator Certification Section, verify the required classroom teaching experience in grades P-12, and successfully complete Session A of the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) or Session A of the Career and Technical Education Teacher Certification Program (CTE TCP) may add selected Technical Education program area(s) or Health Science to their existing certificate through the Career and Technical Education Additional Teaching Field Professional Certificate Approach.

   a. This approach is not available to an individual who holds only a 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 (Level, Type, Specialty Area, Degree Equivalent, and/or 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.

   b. The following are not teaching fields: instructional leadership, areas of educational administration and supervision, school counseling, school library-media specialist, school psychometry, school psychology, and sport management.

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 Alabama State Department of Education (ALSDE) approved occupational proficiency assessment (test score, license, or credential) in health science or the technical education program area 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. Session A of the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) or Session A of the Career and Technical Education Teacher Certification Program (CTE TCP) is required.

5. The certificate issued through this approach will be a Class B (bachelor’s degree level) certificate.

6. **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 and TRAINING INFORMATION

1. Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in health science and 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.

2. Information about Session A of the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) or Session A of the Career and Technical Education Teacher Certification Program (CTE TCP) may be obtained at CTE TCP or from the Office of Career and Technical Education of the ALSDE at (334) 694-4760.

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):

<table>
<thead>
<tr>
<th>Grades 6-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Health Science*</td>
</tr>
<tr>
<td>☐ Technical Education: Advertising Design*</td>
</tr>
<tr>
<td>☐ Technical Education: Animation*</td>
</tr>
<tr>
<td>☐ Technical Education: Automotive Service*</td>
</tr>
<tr>
<td>☐ Technical Education: Aviation Technology*</td>
</tr>
<tr>
<td>☐ Technical Education: Building Construction*</td>
</tr>
<tr>
<td>☐ Technical Education: Cabinetmaking*</td>
</tr>
<tr>
<td>☐ Technical Education: Carpentry*</td>
</tr>
<tr>
<td>☐ Technical Education: Clean Energy*</td>
</tr>
<tr>
<td>☐ Technical Education: Collision Repair*</td>
</tr>
<tr>
<td>☐ Technical Education: Commercial Photography*</td>
</tr>
<tr>
<td>☐ Technical Education: Computer Electronics*</td>
</tr>
<tr>
<td>☐ Technical Education: Computer Science*</td>
</tr>
<tr>
<td>☐ Technical Education: Computer Science - PLTW*</td>
</tr>
<tr>
<td>☐ Technical Education: Correctional Service*</td>
</tr>
<tr>
<td>☐ Technical Education: Cosmetology*</td>
</tr>
<tr>
<td>☐ Technical Education: Culinary Arts*</td>
</tr>
<tr>
<td>☐ Technical Education: Database Design*</td>
</tr>
<tr>
<td>☐ Technical Education: Diesel Technology*</td>
</tr>
<tr>
<td>☐ Technical Education: Drafting Design Technology*</td>
</tr>
<tr>
<td>☐ Technical Education: Electrical Technology*</td>
</tr>
<tr>
<td>☐ Technical Education: Electronics Technology*</td>
</tr>
<tr>
<td>☐ Technical Education: Emergency and Fire Management Services*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>☐ Technical Education: Engineering*</td>
</tr>
<tr>
<td>☐ Technical Education: Engineering - PLTW*</td>
</tr>
<tr>
<td>☐ Technical Education: Global Logistics &amp; Supply Chain Management*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>☐ Technical Education: Graphic Arts*</td>
</tr>
</tbody>
</table>

*These health science and technical education program areas require verification of currently valid occupational proficiency.
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 PBC).
- Application Part 2 of 2 (Form CBP) 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](http://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](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](https://www.aps.gemalto.com/al/index_adeNew.htm) or by calling (866) 989-9316.
- A valid Alabama Professional Educator Certificate in a teaching field.
- 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. (Name(s) of Employing School System(s)/Nonpublic/Private School(s))
- A photocopy of the applicant’s PowerSchool Professional Development Training History Report or Certificate of Completion verifying completion of Session A of the CTE TCP Level 1 or Session A of the CTE TCP. Session A of the CTE TCP Level 1 or CTE TCP is not required if a valid Alabama Professional Educator Certificate in a Career and Technical teaching field, a valid Specialty Area Certificate, or a valid Degree Equivalent Certificate is held.
- 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](https://tcert.alsde.edu/Portal).
  - **For Health Science:** A photocopy or screenshot of the applicant’s active Alabama license in a registered nursing, paramedical, or approved allied health specialty. The active license must be held prior to application submission.
  - **For Technical Education Program Areas:** A photocopy of the applicant’s currently valid passing score on at least the ENTRY LEVEL 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 and TRAINING INFORMATION section of this form for additional information.
For each program area sought, indicate the appropriate ALSDE approved occupational proficiency assessment being submitted.

<table>
<thead>
<tr>
<th>Program Area (e.g., drafting design, health science, plumbing)</th>
<th>Grade Level (6-12)</th>
<th>Name of ALSDE approved Occupational Proficiency Assessment(s)</th>
<th>Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Certification Based on Proficiency.

I understand that I must thoroughly read all requirements of this approach (Supplement PBC 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 PBC)
☐ Application Part 2 of 2 (Form CBP), 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:

Alabama State Department of Education
Educator Certification Section
5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101