

Name _____

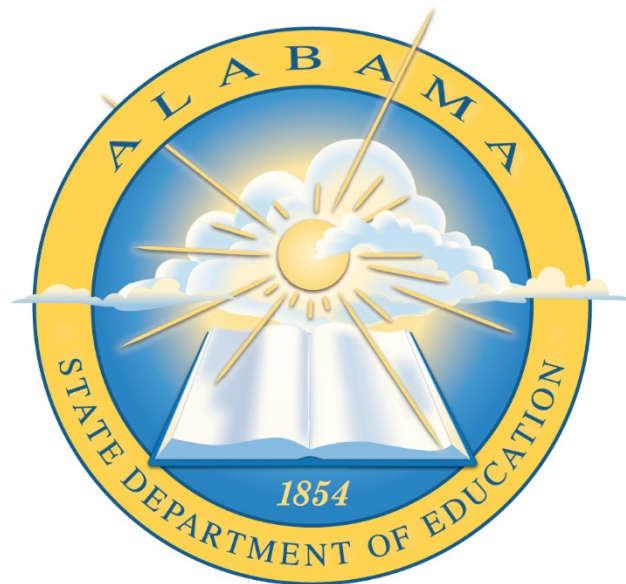
SSN _____ - _____ - _____

LEA/College _____ - _____

**The First Provisional Certificate in a Teaching Field (PCTF)
for the 2021-2022 Scholastic Year**

Application *and* Summary of Requirements

The application process for the First PCTF for the 2021-2022 Scholastic Year **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
Educator Certification Section

**5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101**

Telephone: (334) 694-4557

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

TYPE OR USE BLACK INK WHEN COMPLETING THIS FORM.**PERSONAL DATA** (To be completed by the applicant. **REQUIRED FIELDS*):

Title (e.g., Mr.)	*First	*Middle	Maiden	*Last	Suffix
*Street/Apt./P.O. Box/Route and Box			*City	*State	*ZIP Code
*Cell Telephone		Home Telephone		Work Telephone	
()		()		()	
*Social Security Number		ALSDE ID		*Date of Birth (mm-dd-yyyy)	
*E-mail Address					

FOR STATISTICAL PURPOSES ONLY

Gender (choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	Ethnic Origin (choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	Race (choose one or more, regardless of Ethnicity) <input type="checkbox"/> (01) White <input type="checkbox"/> (02) Black or African American <input type="checkbox"/> (04) American Indian or Alaska Native <input type="checkbox"/> (05) Asian <input type="checkbox"/> (08) Native Hawaiian or Other Pacific Islander
--	---	---

SPOUSE OF OR ACTIVE-DUTY MILITARY PERSONNEL

(Per Alabama Act No. 2012-533). This section is to be completed for spouses of active-duty military personnel or active-duty military personnel who would like to request an expedited review of the certification application packet.

- Yes No I am married to and living with an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders

OR

- Yes No I am an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders.

I understand that this request to review my file on an expedited basis does not exclude me from meeting ANY Alabama teacher certification requirements, including testing.

PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION

Check "yes" or "no" for each question below. "YES" responses require an attached explanation and any additional supporting documentation (e.g., court certified copies of judgment, conviction, and sentencing).

READ CAREFULLY (*REQUIRED FIELDS)

- Yes No * Have you ever had any adverse action (e.g. warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency **other than the Alabama State Department of Education**?
- Yes No * Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **other than the Alabama State Department of Education**?
- Yes No * Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Yes No * Have you ever resigned from a position rather than face disciplinary action?
- Yes No * Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
- Yes No * Are you the subject of a pending investigation involving a criminal act?

RECORD OF EDUCATION

Name of College/University	Location	Dates Attended	Degree and Major

EDUCATIONAL EXPERIENCE

(Do not include student teaching, substitute, or teacher aide experience. If none, enter none. List recent experience first.)

Dates		Name and Location of School/School System	Grade(s) And Subject(s) Taught Or Instructional Support Positions (e.g., counselor, principal) Held
Beginning (MM/YY)	Ending (MM/YY)		

Proceed to General Information



GENERAL INFORMATION

This application is to be completed for individuals seeking a first Provisional Certificate in a Teaching Field (PCTF) 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).

A complete application packet must be received in the Educator Certification Section by **October 1, 2021 or postmarked no later than October 1, 2021**.

An individual who has been unconditionally admitted to an Alabama Alternative Class A Educator Preparation Program in a teaching field and grade level listed below cannot be issued a PCTF in that same teaching field and grade level. The Interim Employment Certificate (IEC) Approach must be used.

An individual who has been employed in Alabama while holding an alternative or provisional-approach certificate(s), which includes the Conditional Certificate in a Teaching Field (CCTF) and has not been issued an Alabama professional educator certificate in the area for which the alternative or provisional-approach certificate(s) was/were issued may not be eligible to begin the PCTF Approach and may not be eligible for any other alternative or provisional-approach certificate. If an individual began an alternative or provisional certificate approach **during or prior to the 2011-2012** scholastic year (that is, ten or more years ago), and did not complete the approach, the individual may begin an alternative approach again under current requirements.

The PCTF can be issued in only one teaching field. **The first, second, and third PCTFs must be issued in the same teaching field.**

RECOMMENDATION

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

I recommend this applicant for the first PCTF in the teaching field of (select **one** below):

Grades K-12		Grades 6-12		Grades 4-8
<input type="checkbox"/> Arabic	<input type="checkbox"/> Korean	<input type="checkbox"/> Agriscience Education	<input type="checkbox"/> General Science	<input type="checkbox"/> English Language Arts
<input type="checkbox"/> Chinese	<input type="checkbox"/> Latin	<input type="checkbox"/> Algebra I	<input type="checkbox"/> General Social Science	<input type="checkbox"/> General Science
<input type="checkbox"/> Dance	<input type="checkbox"/> Music/Choral	<input type="checkbox"/> Biology	<input type="checkbox"/> Geography	<input type="checkbox"/> General Social Science
<input type="checkbox"/> English for Speakers of Other Languages	<input type="checkbox"/> Music/Instrumental	<input type="checkbox"/> Business/Marketing Education	<input type="checkbox"/> Geometry	<input type="checkbox"/> Mathematics
<input type="checkbox"/> French	<input type="checkbox"/> Russian	<input type="checkbox"/> Career Technologies	<input type="checkbox"/> Health Education	
<input type="checkbox"/> German	<input type="checkbox"/> Spanish	<input type="checkbox"/> Chemistry	<input type="checkbox"/> History	
<input type="checkbox"/> Italian	<input type="checkbox"/> Theatre	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Mathematics	
<input type="checkbox"/> Japanese	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> English Language Arts	<input type="checkbox"/> Physical Education	
		<input type="checkbox"/> Family and Consumer Sciences Education	<input type="checkbox"/> Physics	

LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

My local board of education is willing to participate in the PCTF Approach and has authorized me to employ, as a full-time employee, the individual for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand the PCTF will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant’s compliance with the requirements of the PCTF Approach.

I have checked the **current** Alabama State Department of Education (ALSDE) Departmental Portal to ensure 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 PCTF I am requesting is proper certification.

NOTE: A PCTF in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses which now have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request for issuance of a first PCTF in a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses which now have a course-specific permit.

Although several courses appear in the **current** ALSDE Departmental Portal as proper certification, for purposes of the PCTF, the only courses that can be taught by the applicant are those in the specific teaching field and at the grade level of the requested PCTF. (If found to be needed, the applicant may be assigned for no more than one period/block of the day to a course that is not in the specific teaching field and grade level requested *only* if the requested PCTF is proper certification for the course.)

An applicant who holds a valid PCTF and a valid Alabama Professional Educator Certificate or Professional Leadership Certificate must be assigned to teach courses in the specific teaching field and at the grade level of the requested PCTF for at least the majority of the day.

The three required PCTFs must be held within the four scholastic years from the July 1 beginning date of the first PCTF. An applicant completing the PCTF Approach can be employed in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding the three required PCTFs.

The individual must obtain a passing score on the appropriate Alabama Educator Certification Assessment Program (AECAP) Educative Teacher Performance Assessment (edTPA) Handbook no later than October 1 of the calendar year during which the third PCTF expires. This process will take a semester at a minimum to complete, and the individual should begin early to allow time for scoring and an additional submission should a passing score not be obtained on the first submission. As the employer I will provide support to the applicant throughout the edTPA process.

NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required no later than October 1 of the calendar year during which the third PCTF expires.

A PCTF is only valid for employment with the public school system or nonpublic/private school to which the PCTF is issued.

Failure to appropriately assign the applicant will result in the applicant’s inability to complete the Provisional Certificate in a Teaching Field Approach.

Failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

A photocopy of this form, reflecting signatures, has been given to the applicant and I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA/Nonpublic/Private School Representative’s Initials: _____

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Mailing Address

Telephone Number

Date

City

State

ZIP Code

APPLICATION PACKET CHECKLIST FOR THE FIRST PCTF

Required for issuance of the **first** PCTF, valid July 1, 2021 to June 30, 2022. *Boxes are to be checked, as applicable.*

<input type="checkbox"/>	<u>Submission of Supplement CIT with supporting documentation</u> verifying United States citizenship or lawful presence in the United States.
<input type="checkbox"/>	<u>Submission of Form ZTF.</u>
<input type="checkbox"/>	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. <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	Background clearance based on a fingerprint review. <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<u>Submission of official transcripts of all degrees and credits earned.</u> All degrees and credits must be verified on an official transcript(s) and must be submitted to the Educator Certification Section. At least a bachelor's degree earned from a senior institution that was regionally accredited at the time the degree was conferred must be submitted. The applicant's current full name and Social Security number or ALSDE ID must accompany the transcript(s).
<input type="checkbox"/>	Official transcripts may be submitted securely to the Educator Certification Section using one of the following options: <p>Option 1:</p> <input type="checkbox"/> Mailed to the Educator Certification Section in a sealed envelope from the institution. Alabama State Department of Education <i>Educator Certification Section</i> 5215 Gordon Persons Building Post Office Box 302101 Montgomery, AL 36130-2101
	Option 2:
	<input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse.
	Option 3:
	<input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission from the institution as an electronic PDF, to certtranscripts@alsde.edu . <ul style="list-style-type: none"> Transcripts submitted from an individual or a personal/business email account will not be accepted.

Submission of the official transcript(s) of the applicant indicating a bachelor’s or higher degree was earned **prior to October 1, 2021:**

- A bachelor’s degree is held, with a minimum overall grade point average (GPA)* of at least 2.75 on a 4.0 scale, from a senior institution that was regionally accredited at the time the degree was earned; OR
- A master’s or higher degree is held, with a minimum overall grade point average (GPA)* of at least 3.00 on a 4.0 scale, from a senior institution that was regionally accredited at the time the degree was earned; OR
- The individual does not meet the overall GPA requirement. For individuals who do not meet the above GPA requirements and a Praxis subject area test exists, see the Addendum to Supplement FTZ for the 2021-2022 Scholastic Year.

For Dance, Arabic, Chinese, Italian, Japanese, Korean, and Russian

In addition to the above degree requirements, documentation that one of the following has been met by the applicant **prior to October 1, 2021:**

- Submission of a bachelor’s or higher degree, from a senior institution that was regionally accredited at the time the degree was earned, with a non-education major in the teaching field (e.g., dance rather than dance education); OR**
- Submission of the completed TEACHING FIELD COURSEWORK chart verifying credit earned for at least 30 semester hours of credit, including 18 semester hours of upper division credit (i.e., the 30/18 requirement), in the teaching field.**

*The overall GPA must be the GPA used as the basis for granting the degree and posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement. **Official transcripts of all credits and degrees earned must be submitted.**

An applicant whose degree was earned at a college or university in another country that is not a United States Territory must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the ALSDE. Additional information and a list of approved evaluation agencies may be found at www.alabamaachieves.org (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ OTHER APPROACHES-FOREIGN CREDENTIALS).

Submission of the applicant’s schedule from PowerSchool (for public schools) or classroom schedule on school letterhead (for nonpublic/private schools only) verifying the applicant is properly certified each period/block of the day. The only courses that can be taught by the applicant are those in the specific teaching field and at the grade level of the requested PCTF based on the **current ALSDE Departmental Portal (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)**

A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the teaching field of the applicant or in a related field and has had at least three full years of full-time professional educational work experience.

Electronic submission to the ALSDE by the testing company of the applicant’s **current passing score on the Alabama prescribed Praxis subject area test(s) of the AECAP for the recommended teaching field and grade level earned **prior to October 1, 2021.** The Praxis subject area test(s) must be appropriate to the teaching field and grade level for which the first PCTF is requested.**

The required subject area tests and passing scores for the first PCTF for individuals who meet the overall GPA requirements may be found at https://www.ets.org/praxis/al/prov_cert_approaches/pctf/.

The required subject area tests and passing scores for individuals who do not meet the overall GPA requirements may be found on the Addendum to Supplement FTZ for the 2021-2022 Scholastic Year.

Note: A Praxis subject area test is not currently available for the teaching fields of dance, Arabic, Chinese, Italian, Japanese, Korean, and Russian. This requirement becomes effective when a subject area test for dance, Arabic, Chinese, Italian, Japanese, Korean, or Russian is adopted.

The required Praxis subject area test and passing score(s) for the first PCTF in **General Science 4-8** for individuals who meet the overall GPA requirements are:

Praxis Test Code	Praxis Test Title	Required Score	Test Passed Prior To	Application for the 1st PCTF Must be Received in the Educator Certification Section by or Postmarked by
5440	Middle School Science	151	September 1, 2021	October 1, 2021
5442	Middle School Science	152	October 1, 2021	October 1, 2021

**N
O
T
I
C
E**

A passing score on the appropriate AECAP edTPA Handbook **MUST** be earned no later than **October 1 of the calendar year during which the third PCTF expires**. This process will take a semester at a minimum to complete, and the applicant should begin early to allow time for scoring and an additional submission should a passing score not be obtained on the first submission.

NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required no later than October 1 of the calendar year during which the third PCTF expires.

Information about the edTPA may be found at <http://www.edtpa.com/> (click: *Candidates*). Applicants with additional questions may contact the Educator Assessment Section of the ALSDE at (334) 694-4872 or at edassessment2@alsde.edu. An applicant who holds a valid Alabama Professional Educator Certificate in a teaching field is exempt from the edTPA requirement.

REQUIREMENTS FOR THE SECOND PCTF

If the first PCTF was held during the **2021-2022** scholastic year, the requirements for issuance of the **second** PCTF, valid for the **2022-2023** scholastic year or the **2023-2024** scholastic year are:

1. Submission of the Application for the Second Provisional Certificate in a Teaching Field by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. Submission of the official transcript(s) of the applicant verifying credit earned in at least two of the four required courses, **prior to October 1** of the scholastic year for which the second PCTF is to be issued and with a grade of "C" or above, as specified in the **COURSEWORK REQUIREMENTS** section of this form.

NOTE: If the applicant holds a valid Alabama Professional Educator Certificate in a teaching field, the methods of teaching in the teaching field and at the grade level for which certification is sought is the only course required for the 2nd PCTF. No additional coursework is required for issuance of the third PCTF.

4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the first PCTF during the **2021-2022** scholastic year, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the first PCTF was held. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the first PCTF *only* if the first PCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
5. Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and at the grade level of the requested PCTF based on the **current** ALSDE Departmental Portal. (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about this assignment.)
6. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the teaching field of the applicant or in a related field and has had at least three full years of full-time professional educational work experience.
7. For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education** submission of the applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate *Alabama State Department of Education's (ALSDE) Career and Technical Education Teacher Certification Program (CTE TCP Level 1) "Session A" prior to October 1* of the scholastic year for which the second PCTF is to be issued. Session A of the CTE CTP Level 1 is not required if the applicant holds a valid Professional Educator Certificate in a career and technical teaching field, a valid Specialty Area Career and Technical Certificate, or a valid Degree Equivalent Career and Technical Certificate.
8. The passing score on the appropriate AECAP edTPA Handbook may be earned while holding the second PCTF but **MUST** be earned **no later than October 1 of the calendar year during which the third PCTF expires**. See **REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE** section of this form for additional testing information.

NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required no later than October 1 of the calendar year during which the third PCTF expires.

REQUIREMENTS FOR THE THIRD PCTF

If the first PCTF was held during the 2021-2022 scholastic year and the second PCTF was held during the 2022-2023 or 2023-2024 scholastic year, the requirements for issuance of the **third** PCTF valid for the **2023-2024** scholastic year or the **2024-2025** scholastic year are:

1. Submission of the Application for the Third Provisional Certificate in a Teaching Field by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. Submission of the official transcript(s) of the applicant verifying credit earned in the remaining two required courses, **prior to October 1** of the scholastic year for which the third PCTF is to be issued and with a grade of "C" or above, as specified in the **COURSEWORK REQUIREMENTS** section of this form. **NOTE: If the applicant holds a valid Alabama Professional Educator Certificate in a teaching field, the methods of teaching in the teaching field and at the grade level for which certification is sought is the only required course.**
4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the second PCTF during the **2022-2023 or 2023-2024** scholastic year, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the second PCTF was held. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the second PCTF *only* if the second PCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
5. Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and at the grade level of the requested PCTF based on the **current** ALSDE Departmental Portal. (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about this assignment.)
6. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the teaching field of the applicant or in a related field and has had at least three full years of full-time professional educational work experience.
7. The passing score on the appropriate edTPA Handbook **MUST** be earned **no later than October 1 of the calendar year during which the third PCTF expires**. See **REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE** section of this form for additional testing information. **NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required no later than October 1 of the calendar year during which the third PCTF expires.**

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in a Teaching Field Approach. **This application must be submitted by the individual and must be received in the Educator Certification Section by, or must be postmarked no later than, October 1 of the calendar year during which the third PCTF expires.**
2. Submission of the *nonrefundable* application fee.
3. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the third PCTF during the 2023-2024 or 2024-2025 scholastic year, with the full-time assignment having been only teaching courses in the specific teaching field and at the grade level for which the third PCTF was held. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the third PCTF *only* if the third PCTF was proper certification for the course.)
4. Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP edTPA Handbook for the teaching field and grade level for which the PCTFs were issued.
 - a. The passing score must be earned **no later than October 1 of the calendar year during which the third PCTF expires**.
 - b. Information about the edTPA may be found at <http://www.edtpa.com/> (click: *Candidates*).
 - c. An applicant who holds a valid Alabama Professional Educator Certificate in a teaching field is exempt from the edTPA requirement. **NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required no later than October 1 of the calendar year during which the third PCTF expires.**

COURSEWORK REQUIREMENTS

1. If the applicant **does not hold** a valid Alabama Professional Educator Certificate in a teaching field, no more than 12 semester hours of applicable coursework with grades of "C" or above, must be earned. Coursework shall include the following:
 - a. classroom management;
 - b. the evaluation of teaching and learning;
 - c. strategies for teaching special needs students in inclusive settings;
 - d. methods of teaching in the teaching field and at the grade level for which certification is sought.*

***Methods course may not be available during summer terms.**
2. If the applicant **holds** a valid Alabama Professional Educator Certificate in a teaching field, the methods of teaching in the teaching field and at the grade level for which certification is sought* is the only course required **for issuance of the second** PCTF. No additional coursework is required for issuance of the third.
3. **Coursework completed ten or more years prior to the July 1 beginning valid period of the first PCTF will not be accepted.**
4. Credit must be earned **prior to October 1** of the scholastic year for which the second and/or third PCTF is to be issued.
5. All courses must be earned at Alabama colleges or universities with State-approved educator preparation programs. The required courses may have been taken at more than one Alabama college or university. See **METHODS NOTICE** below for additional information **about methods courses for career and technical education teaching fields.**

NOTE: Courses at Alabama colleges or universities that are currently approved to meet these requirements may be viewed on listings at www.alabamaachieves.org (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Preparation ☞ PCTF/PCCT Approved Provisional Courses). Only courses from **this approved listing will be accepted.**

Business/Marketing Education and Family and Consumer Sciences Education

M
E
T
H
O
D
S

For the teaching fields of **business/marketing education and family and consumer sciences education**, the methods course must be earned at an Alabama college or university with a State-approved educator preparation program in **business/marketing education or family and consumer sciences education** for grades 6-12 respectively **OR** at an Alabama college or university with a State-approved educator preparation program in a career and technical education teaching field.

Agriscience Education and Career Technologies

For the teaching fields of **agriscience education and career technologies**, the methods course must be earned at an Alabama college or university with a State-approved educator preparation program in a career and technical education teaching field.

Computer Science

N
O
T
I
C
E

For the teaching field of **computer science**, the methods course must be either Methods of Teaching **Mathematics** for grades 6-12 or Methods of Teaching **General Science or Biology or Chemistry** for grades 6-12. The course must be earned at an Alabama college or university with a State-approved educator preparation program in mathematics, general science, biology, or chemistry for grades 6-12, respectively.

NOTE: When an Alabama institution has been approved to offer a State-approved educator preparation program in computer science, the methods requirements will be transitioned to Methods of Teaching Computer Science.

IMPORTANT INFORMATION

As an applicant through the PCTF Approach to certification, I understand:

1. Meeting requirements of the PCTF Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the teaching field of the PCTF. PCTFs for grades 4-8 lead to the Professional Educator Certificate for grades 4-8. PCTFs for grades 6-12 lead to the Professional Educator Certificate for grades 6-12. PCTFs for grades K-12 lead to the Professional Educator Certificate for grades P-12.
2. Within the four scholastic years from the July 1 beginning date of the first PCTF, three full years of full-time teaching experience (with an acceptable assignment each year only teaching courses in the specific teaching field and at the-grade level for which the PCTF was proper certification) with no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF are required for professional educator certification.
3. Although several courses appear in the **current** ALSDE Departmental Portal as proper certification, for purposes of the PCTF, the only courses that can be taught are those in the specific teaching field and at the grade level of the requested PCTF. (If found to be needed, I may be assigned for no more than one period/block of the day to a course that is not in the specific teaching field and grade level of the PCTF held *only* if the PCTF is proper certification for the course.)
4. No later than October 1 of the calendar year during which the third PCTF expires, I must attain a passing score on the AECAP Educative Teacher Performance Assessment (edTPA) Handbook for the teaching field and grade level for which my PCTFs were issued.
NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required no later than October 1 of the calendar year during which the third PCTF expires.
5. The AECAP Praxis subject area test(s) and score required for the first PCTF will be acceptable for issuance of the professional certificate as long as the PCTF approach is completed in the allotted time frame.
6. If I have held a first or a first and second PCTF and have not completed all requirements for the subsequent certificate, I shall no longer be eligible for employment under a PCTF.
7. I shall no longer be eligible for certification under the PCTF or any alternative certificate approach if I have held three PCTFs and:
 - I did not complete all requirements for the Professional Educator Certificate in the teaching field and grade level of my three PCTFs, **or**
 - I did complete all requirements for the Professional Educator Certificate in the teaching field and grade level of my three PCTFs but my application for that certificate is not received in the Educator Certification Section by, or postmarked no later than, **October 1 of the calendar year during which my third PCTF expires.**
8. I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim Employment, Preliminary, Business and Industry to Educational Administrator, Higher Education Transitional, Conditional, or any certificate combination thereof.
9. Coursework used for the issuance of a Class B Professional Educator Certificate through the PCTF Approach cannot later be applied to meet coursework requirements of an Alabama Class A (master's degree level) or Class AA (sixth-year level) State-approved educator preparation program in any area.

LIMITATIONS ON ISSUANCE TO BE COMPLETED BY THE APPLICANT

Applicant Initials If I earned credit in more than five education courses, but did not complete a traditional P-12 educator preparation program leading to certification, I am granting permission for the ALSDE's Office of Teaching and Leading to verify my status with the college/university and for the college/university to release any pertinent information/documents regarding my matriculation through the educator preparation program at the institution. I understand that any negative information provided could impact my ability to begin the Provisional Certificate in a Teaching Field Approach. An individual who holds an Alabama Professional Educator Certificate or Professional Leadership Certificate may be exempt from this five course limit.

Applicant Initials If I began the Conditional Certificate in a Teaching Field (CCTF) approach and have not been issued a CCTF, I am granting permission for the ALSDE's Office of Teaching and Leading to verify my status with the Teachers of Tomorrow and for the Teachers of Tomorrow to release any pertinent information/documents regarding my matriculation through the CCTF approach. I understand that any negative information provided could impact my ability to begin the Provisional Certificate in a Teaching Field Approach.

APPLICATION SUBMISSION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

1. I understand the Educator Certification Section is unable to determine eligibility for a PCTF until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
2. I understand the submission of supporting documents ONLY (e.g., official transcripts) does not constitute making application for certification. Incomplete forms will delay the review of the file.
3. I understand **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
4. I understand 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 www.alabamaachieves.org (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ ALTERNATIVE CERTIFICATES-PROVISIONAL CERTIFICATE IN A TEACHING FIELD).
5. I understand I must **thoroughly read** all requirements of this approach.
6. I understand what is required to obtain the subsequent Provisional Certificates in a Teaching Field and the Professional Educator Certificate through this approach and I have received a photocopy of this form, reflecting signatures.
7. **Applicant Initials** _____ I understand for issuance of my Professional Educator Certificate I must pass the appropriate AECAP prescribed edTPA Handbook **no later than October 1 of the calendar year during which the third PCTF expires.**
8. **Applicant Initials** _____ I understand if an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required for issuance of my Professional Educator Certificate no later than October 1 of the calendar year during which the third PCTF expires.
9. **Applicant Initials** _____ I understand for issuance of my Professional Educator Certificate I must submit the Application for the Professional Educator Certificate Following the PCTF Approach and it must be received in the Educator Certification Section by, **or must be postmarked no later than, October 1 of the calendar year during which the third PCTF expires.**
10. I understand I may discontinue the PCTF approach and begin the Conditional Certificate in a Teaching Field (CCTF) approach under the following conditions:
 - If I have held only a first PCTF, I may be issued only one CCTF valid for two consecutive scholastic years in the same teaching field and grade level of my PCTF or a different teaching field and grade level; or
 - If I have held a first and second PCTF, I may be issued only one CCTF valid for one scholastic year in the same teaching field and grade level of my PCTFs or a different teaching field and grade level; and
 - The coursework I earned for the PCTF approach cannot be applied to the CCTF approach; and
 - If I am issued a CCTF, I will not be able to return to the PCTF approach; and
 - I must complete all requirements of the CCTF approach.
11. I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.
12. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ Signature of Applicant _____