

Additional Certification in Driver and Traffic Safety Education

Additional Alabama Certification in Driver and Traffic Safety Education based on a valid Alabama Professional Educator Certificate or a valid Alabama Professional Leadership Certificate and completion of specific Driver and Traffic Safety Education coursework

Application and Summary of Requirements



Alabama State Department of Education
Educator Certification Section

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

Telephone: (334) 694-4557

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Name: _____

SSN: _____ - _____ - _____

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
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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)		

GENERAL INFORMATION

1. Individuals who hold a **valid** Alabama Professional Educator Certificate or a valid Alabama Professional Leadership Certificate and verify satisfactory completion of the Basic and Advanced Driver and Traffic Safety Education coursework provided by the Alabama State Department of Education (ALSDE) may apply for a Class B Secondary Professional Educator Certificate endorsed in Driver and Traffic Safety Education.
 - 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.
2. **The coursework requirements must be completed prior to application submission.**

COURSEWORK INFORMATION

1. Information about the ALSDE Basic and Advanced Driver and Traffic Safety Education courses may be obtained at www.alabamaachieves.org (click *Teachers & Administrators* ☞ *Driver and Traffic Safety Education* ☞ *Certification Courses*) or by contacting the Driver and Traffic Safety Education Section of the ALSDE at 334-694-4845.
2. Completion of the Basic Driver and Traffic Safety Education (DTSE) and Advanced DTSE courses must be verified in the applicant's PowerSchool Professional Learning Training History Report.

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:

<input type="checkbox"/>	Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
<input type="checkbox"/>	Form TSE.
<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"/>	A valid Alabama Professional Educator Certificate or a valid Alabama Professional Leadership Certificate.
<input type="checkbox"/>	Option 1: This option is available July 2020, and thereafter. ALSDE Coursework
<input type="checkbox"/>	The applicant's PowerSchool Professional Learning Training History Report verifying satisfactory completion of both the Basic DTSE and Advanced DTSE courses provided by the ALSDE.
<input type="checkbox"/>	Option 2: This option will only be available for coursework completed prior to July 2020. Alabama College or University Coursework
<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.

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., PowerSchool Professional Learning Training History Report) 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 www.alabamaachievers.org (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Other Approaches-Driver and Traffic Safety Education*).

I understand that I must **thoroughly read** all requirements of this approach (Form TSE 07/2021).

If necessary, I give my permission for the Alabama public school system, Alabama nonpublic school, or Alabama college/university to forward any credential(s) required to support this certification request.

I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I understand that it is my responsibility to maintain my certificate and to stay informed of current regulations for renewal.

I certify that all information pertaining to this application form is true and correct and failure to submit accurate information may result in revocation or non-issuance of my certificate.

By affixing my signature to this document, I am certifying that true and correct information is being provided.

Date_____
Signature

I have completed the following documents, and I am mailing them to the address below:

- Supplement CIT, including supporting documentation
- Application (Form TSE)
- 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:

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