The Career and Technical Education Additional Teaching Field Professional Certificate Approach

Additional Alabama Certification Based on a Valid Alabama Professional Educator Certificate in a Teaching Field, a Passing Score on an Occupational Proficiency Assessment, and Successful Completion of Session A of the Career and Technical Education Teacher Certification Program (CTE TCP)

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
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)

☐ (F) Female ☐ (M) Male

Ethnic Origin (choose one)

☐ (01) Hispanic Latino ☐ (02) Not Hispanic Latino

Race (choose one or more, regardless of Ethnicity)

☐ (01) White ☐ (02) Black or African American ☐ (04) American Indian or Alaska Native ☐ (05) Asian ☐ (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?
**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 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, Adjunct Instructor Permit or Computer Science Permit. Any other alternate or non-professional certificate developed, will not be considered for this approach.

   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. 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.

3. 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.

4. **The occupational proficiency requirements must be met prior to application submission.** If this requirement is 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 occupational proficiency requirement in effect on the date the application is received in the Educator Certification Section.

5. The certificate issued through this approach will be a Class B Secondary (bachelor’s degree level) certificate.
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 www.alabamaachieves.org (click Teachers & Administrators ➔ Teacher Center ➔ Teacher Certification ➔ CAREER/TECHNICAL CERTIFICATES – Additional Teaching Field – Professional). Occupational proficiency assessments are subject to change.

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 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>
<th>Technical Education: Health Informatics*</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Health Science*</td>
<td>□ Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)*</td>
</tr>
<tr>
<td>□ Technical Education: Additive Manufacturing*</td>
<td>□ Technical Education: Heavy Equipment Operations*</td>
</tr>
<tr>
<td>□ Technical Education: Advertising Design*</td>
<td>□ Technical Education: Industrial Maintenance – Electrical and Instrumentation*</td>
</tr>
<tr>
<td>□ Technical Education: Animation*</td>
<td>□ Technical Education: Industrial Maintenance – Mechanical*</td>
</tr>
<tr>
<td>□ Technical Education: Automotive Service*</td>
<td>□ Technical Education: Informatics*</td>
</tr>
<tr>
<td>□ Technical Education: Aviation Technology*</td>
<td>□ Technical Education: Innovations in Science and Technology*</td>
</tr>
<tr>
<td>□ Technical Education: Building Construction*</td>
<td>□ Technical Education: Integrated Production Technologies*</td>
</tr>
<tr>
<td>□ Technical Education: Cabinetmaking*</td>
<td>□ Technical Education: Law Enforcement*</td>
</tr>
<tr>
<td>□ Technical Education: Carpentry*</td>
<td>□ Technical Education: Legal Services*</td>
</tr>
<tr>
<td>□ Technical Education: Clean Energy*</td>
<td>□ Technical Education: Marine Technology*</td>
</tr>
<tr>
<td>□ Technical Education: Collision Repair*</td>
<td>□ Technical Education: Masonry*</td>
</tr>
<tr>
<td>□ Technical Education: Commercial Photography*</td>
<td>□ Technical Education: Modern Manufacturing*</td>
</tr>
<tr>
<td>□ Technical Education: Computer Electronics*</td>
<td>(Previously named Technical Education: Manufacturing)</td>
</tr>
<tr>
<td>□ Technical Education: Computer Science*</td>
<td>□ Technical Education: Network Systems and Computer Services*</td>
</tr>
<tr>
<td>□ Technical Education: Computer Science - PLTW*</td>
<td>□ Technical Education: Plumbing*</td>
</tr>
<tr>
<td>□ Technical Education: Correctional Service*</td>
<td>□ Technical Education: Power Equipment*</td>
</tr>
<tr>
<td>□ Technical Education: Cosmetology*</td>
<td>□ Technical Education: Precision Machining*</td>
</tr>
<tr>
<td>□ Technical Education: Culinary Arts*</td>
<td>□ Technical Education: Programming and Software Development*</td>
</tr>
<tr>
<td>□ Technical Education: Database Design*</td>
<td>□ Technical Education: Robotics &amp; Automated Manufacturing*</td>
</tr>
<tr>
<td>□ Technical Education: Diesel Technology*</td>
<td>□ Technical Education: Television Production*</td>
</tr>
<tr>
<td>□ Technical Education: Drafting Design Technology*</td>
<td>□ Technical Education: Welding*</td>
</tr>
<tr>
<td>□ Technical Education: Electrical Technology*</td>
<td>□ Technical Education: Working in Multicultural Environments: Korean*</td>
</tr>
<tr>
<td>□ Technical Education: Electronics Technology*</td>
<td></td>
</tr>
<tr>
<td>□ Technical Education: Emergency and Fire Management Services*</td>
<td></td>
</tr>
<tr>
<td>□ Technical Education: Engineering*</td>
<td></td>
</tr>
<tr>
<td>□ Technical Education: Global Logistics &amp; Supply Chain Management*</td>
<td></td>
</tr>
<tr>
<td>□ Technical Education: Graphic Arts*</td>
<td></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.
- Form CBP.
- 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.alabamaintersactive.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.
  - 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.
- A valid Alabama Professional Educator Certificate in a teaching field.
- 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 www.alabamaachieves.org (click Teachers & Administrators ↩ Teacher Center ↩ Teacher Certification ↩ CAREER/TECHNICAL CERTIFICATES – Additional Teaching Field – Professional).

- **For Health Science:** A photocopy or screenshot 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 health science. 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 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 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. 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.alabamaachieves.org](http://www.alabamaachieves.org) (click Teachers & Administrators → Teacher Center → Teacher Certification → CAREER/TECHNICAL CERTIFICATES – Additional Teaching Field – Professional).

I understand that I must **thoroughly read** all requirements of this approach (Form CBP 01/2022).

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

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

By affixing my signature to this document, I am certifying 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.

Date ______________________________ Signature of Applicant ______________________________

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

- [ ] Supplement CIT, including supporting documentation
- [ ] Form CBP
- [ ] 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