



**The National Board for Professional Teaching Standards (NBPTS) Approach  
 Application and Summary of Requirements**

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**

<b>Gender</b> (choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	<b>Ethnic Origin</b> (choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	<b>Race</b> (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.**

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](mailto:pss@alsde.edu)

**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 Application Requirements and Checklist**



**APPLICATION REQUIREMENTS and CHECKLIST**

<input type="checkbox"/>	Submission of Supplement CIT <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States.
<input type="checkbox"/>	A \$30.00 <b>nonrefundable</b> application fee. Each additional permit for which an applicant is determined to be eligible will require a \$30.00 nonrefundable fee for issuance. <b>Neither personal checks nor cash will be accepted.</b>
<ul style="list-style-type: none"> <li>• The fee must be paid by cashier's check <b>or</b> 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 <a href="http://www.alabamainteractive.org/education">www.alabamainteractive.org/education</a> (a \$4.00 transaction fee will be applied).</li> <li>• The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.</li> </ul>	
<input type="checkbox"/>	Background clearance based on a fingerprint review.
<ul style="list-style-type: none"> <li>• 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 <a href="https://tcert.alsde.edu/Portal">https://tcert.alsde.edu/Portal</a>.</li> <li>• Applicants for initial certification, additional certification, and certificate renewal <b>who have not been cleared</b> 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.</li> <li>• Instructions regarding the fingerprint process are available through Gemalto Cogent at <a href="https://www.aps.gemalto.com/al/index_adeNew.htm">https://www.aps.gemalto.com/al/index_adeNew.htm</a> or by calling (866) 989-9316.</li> </ul>	
<input type="checkbox"/>	<p>Official transcripts of all degrees and credits earned must be submitted to the Educator Certification Section in a sealed envelope from the institution(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the transcript services listed below. The applicant's current full name and Social Security number or ALSDE ID must accompany the transcript(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the following transcript services:</p> <p><b>Option 1:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mailed to the Educator Certification Section in a sealed envelope from the institution. Alabama State Department of Education Educator Certification Section 5215 Gordon Persons Building Post Office Box 302101 Montgomery, AL 36130-2101</li> </ul> <p><b>Option 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse.</li> </ul> <p><b>Option 3:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission <b>from the institution</b> as an electronic PDF, to <a href="mailto:certtranscripts@alsde.edu">certtranscripts@alsde.edu</a>.</li> </ul> <p><b>Transcripts submitted from an individual or a personal/business email account will not be accepted.</b></p>
<input type="checkbox"/>	Official transcript verifying a bachelor's degree earned from a senior institution that was regionally accredited at the time the degree was conferred; <b>AND</b>
<input type="checkbox"/>	Official transcript verifying at least a master's degree earned from a senior institution that was regionally accredited at the time the degree was conferred if applying for School Counselor or Library Media certification.
<input type="checkbox"/>	Verification of the valid NBPTS certificate by submission of a screenshot from the National Board for Professional Teaching Standards (NBPTS) Web site <a href="http://www.nbpts.org">www.nbpts.org</a> .
<ul style="list-style-type: none"> <li>• The specific discipline(s) in the area(s) of Career and Technical Education, Exceptional Needs Specialist, Music and World Languages must be verified by the NBPTS.</li> </ul>	
<input type="checkbox"/>	Supplement EXP verifying two full years of full-time professional educational work experience in a P-12 school system(s) is required, at the time of application, for issuance of the Library Media or School Counseling certificate. Professional educational work experience in increments of less than one semester (4.5 months) will not be calculated toward full-time experience.

**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 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](http://www.alabamaachievers.org) (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ OTHER APPROACHES – National Board).

I understand that I must **thoroughly read** all requirements of this approach (Form CLB 12/2021).

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(s) 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 of Applicant

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

- Supplement CIT, including supporting documentation
- Form CLB.
- 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

Discipline	NBPTS Certificate Held*	Comparable Alabama Professional Educator Certificate	Grade Level(s)
Art	Early and Middle Childhood	Visual Arts	P-12
	Early Adolescence through Young Adulthood		
Career and Technical Education	Early Adolescence through Young Adulthood	<i>The specific teaching field must be verified by the NBPTS.</i>  <i>**Area to be determined by the State Director of Career and Technical Education</i>	
	Agriculture and Environmental Sciences	Agriscience Education	6-12
	Arts and Communication	Technical Education	6-12
	Business, Marketing and Financial Services	Business/Marketing Education	6-12
	Business, Marketing, Information Management, and Entrepreneurship		
	Community Services	**	6-12
	Decorative Arts and Design	Family and Consumer Sciences Education	6-12
	Engineering, Design, and Fabrication	**	6-12
	Family and Consumer Sciences	Family and Consumer Sciences Education	6-12
	<b>Health Services (a valid license in a registered nursing, paramedical, or approved health specialty is also required)</b>	Health Science	6-12
	Human Services	**	6-12
	Information Systems and Technology, Communications, and the Arts	**	6-12
	Leisure and Recreation Services	**	6-12
	Manufacturing and Engineering Technology	**	6-12
	Natural Resources	Agriscience Education	6-12
	Technology Education	**	6-12
	Transportation Systems and Services	**	6-12
English as a New Language	Early and Middle Childhood	English for Speakers of Other Languages	P-12
	Early Adolescence through Young Adulthood		
English Language Arts	Early Adolescence	English Language Arts	4-8 and 6-12
	Adolescence and Young Adulthood		
Exceptional Needs Specialist	Early Childhood through Young Adulthood	<i>The specific teaching field must be verified by the NBPTS.</i>	
	Deaf/Hard of Hearing	Hearing Impairment	P-12
	Early Childhood	Early Childhood Special Education	P-3
	Gifted and Talented	Gifted	P-12
	Mild/Moderate Disabilities	Collaborative Teacher	K-6 and 6-12
	Severe and Multiple Disabilities	Collaborative Teacher	K-6 and 6-12
	Visual Impairments	Visual Impairment	P-12
Generalist	Early Adolescence	English Language Arts Mathematics General Science General Social Science	4-8
Generalist	Early Childhood	Early Childhood	P-3
Generalist	Middle Childhood	Elementary Education English Language Arts General Science General Social Science Mathematics	K-6 and 4-8
Health Education	Early Adolescence through Young Adulthood	Health Education	6-12
Library Media	Early Childhood through Young Adulthood	Library-Media	P-12

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Literacy: Reading-Language Arts	Early and Middle Childhood	English Language Arts	4-8
Mathematics	Early Adolescence	Mathematics	4-8 and
	Adolescence and Young Adulthood		6-12
Music	Early and Middle Childhood	<i>The specific teaching field must be verified by the NBPTS.</i>	
	Early Adolescence through Young Adulthood		
	Band	Instrumental Music	P-12
	Orchestra	Instrumental Music	P-12
	Vocal	Vocal/Choral Music	P-12
Physical Education	Early and Middle Childhood	Physical Education	P-12
	Early Adolescence through Young Adulthood		
School Counseling	Early Childhood through Young Adulthood	School Counselor	P-12
Science	Early Adolescence	General Science	4-8 and
	Adolescence and Young Adulthood		6-12
Social Studies-History	Early Adolescence	General Social Science	4-8 and
	Adolescence and Young Adulthood		6-12
World Languages	Early and Middle Childhood	<i>The specific teaching field must be verified by the NBPTS.</i>	
	Early Adolescence through Young Adulthood		
	French	French	P-12
	Spanish	Spanish	P-12

*\*If your area of NBPTS certification is not listed, you may still submit your application packet for review.*

*\*\*Area to be determined by the State Director of Career and Technical Education.*