

# The Career and Technical Education Additional Teaching Field Degree Equivalent Certificate Approach

Additional Alabama Certification Based on a Valid Bachelor's Equivalent Technical Education 2 or  
Higher Career and Technical Certificate in a Technical Education Program Area and  
a Passing Score on an Occupational Proficiency Assessment

## 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

---

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)

**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					
<b>FOR STATISTICAL PURPOSES ONLY</b>					
<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	

**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 Bachelor's Equivalent Technical Education 2 (or higher) Career and Technical Certificate in a technical education program area and meet occupational proficiency assessment requirements (test score, license, or credential) in effect on the date the application is received in the Educator Certification Section may add selected Technical Education program area(s) to their existing certificate through the Career and Technical Education Additional Teaching Field Degree Equivalent Certificate Approach.
  - a. This approach is not available to an individual who holds only a Professional Educator Certificate, Professional Leadership Certificate, 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 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.
2. Alabama's currently valid passing score on the appropriate Alabama State Department of Education (ALSDE) approved occupational proficiency assessment (test score, license, or credential) for the technical education program area(s) 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. **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.

**OCCUPATIONAL PROFICIENCY INFORMATION**

Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in the technical education program area(s) for which the certificate is sought may be obtained at [www.alabamaachievers.org](http://www.alabamaachievers.org) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *CAREER/TECHNICAL CERTIFICATES – Additional Teaching Field – Degree Equivalent*). Occupational proficiency assessments are subject to change.

- Occupational Proficiency assessment(s) **less than MASTER level** meet requirements for the new technical education program area to be added to a valid Bachelor's Equivalent Technical Education 2 certificate. If a valid Bachelor's Equivalent Technical Education 2 certificate **is not held** one will be issued with an endorsement in the new technical education program area(s).
- Occupational Proficiency assessment(s) **at the MASTER level** meet requirements for the new technical education program area to be added to a valid Bachelor's Equivalent Technical Education 2 certificate **if** this is the only valid Degree Equivalent Technical Education Certificate held.
- Occupational Proficiency assessment(s) **at the MASTER level** meet requirements for the new technical education program area to be added to the highest valid Degree Equivalent Technical Education Certificate above the Bachelor's Equivalent Technical Education 2 Certificate.

**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**):

**The Health Science program area is not available through this approach.**

**Grades 6-12**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical Education: Additive Manufacturing*</li> <li><input type="checkbox"/> Technical Education: Advertising Design*</li> <li><input type="checkbox"/> Technical Education: Animation*</li> <li><input type="checkbox"/> Technical Education: Automotive Service*</li> <li><input type="checkbox"/> Technical Education: Aviation Technology*</li> <li><input type="checkbox"/> Technical Education: Building Construction*</li> <li><input type="checkbox"/> Technical Education: Cabinetmaking*</li> <li><input type="checkbox"/> Technical Education: Carpentry*</li> <li><input type="checkbox"/> Technical Education: Clean Energy*</li> <li><input type="checkbox"/> Technical Education: Collision Repair*</li> <li><input type="checkbox"/> Technical Education: Commercial Photography*</li> <li><input type="checkbox"/> Technical Education: Computer Electronics*</li> <li><input type="checkbox"/> Technical Education: Computer Science*</li> <li><input type="checkbox"/> Technical Education: Computer Science - PLTW*</li> <li><input type="checkbox"/> Technical Education: Correctional Service*</li> <li><input type="checkbox"/> Technical Education: Cosmetology*</li> <li><input type="checkbox"/> Technical Education: Culinary Arts*</li> <li><input type="checkbox"/> Technical Education: Database Design*</li> <li><input type="checkbox"/> Technical Education: Diesel Technology*</li> <li><input type="checkbox"/> Technical Education: Drafting Design Technology*</li> <li><input type="checkbox"/> Technical Education: Electrical Technology*</li> <li><input type="checkbox"/> Technical Education: Electronics Technology*</li> <li><input type="checkbox"/> Technical Education: Emergency and Fire Management Services*</li> <li><input type="checkbox"/> Technical Education: Engineering*</li> <li><input type="checkbox"/> Technical Education: Global Logistics &amp; Supply Chain Management*</li> <li><input type="checkbox"/> Technical Education: Graphic Arts*</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical Education: Health Informatics*</li> <li><input type="checkbox"/> Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)*</li> <li><input type="checkbox"/> Technical Education: Heavy Equipment Operations*</li> <li><input type="checkbox"/> Technical Education: Industrial Maintenance – Electrical and Instrumentation*</li> <li><input type="checkbox"/> Technical Education: Industrial Maintenance – Mechanical*</li> <li><input type="checkbox"/> Technical Education: Informatics*</li> <li><input type="checkbox"/> Technical Education: Innovations in Science and Technology*</li> <li><input type="checkbox"/> Technical Education: Integrated Production Technologies*</li> <li><input type="checkbox"/> Technical Education: Law Enforcement*</li> <li><input type="checkbox"/> Technical Education: Legal Services*</li> <li><input type="checkbox"/> Technical Education: Marine Technology*</li> <li><input type="checkbox"/> Technical Education: Masonry*</li> <li><input type="checkbox"/> Technical Education: Modern Manufacturing* (Previously named Technical Education: Manufacturing)</li> <li><input type="checkbox"/> Technical Education: Network Systems and Computer Services*</li> <li><input type="checkbox"/> Technical Education: Plumbing*</li> <li><input type="checkbox"/> Technical Education: Power Equipment*</li> <li><input type="checkbox"/> Technical Education: Precision Machining*</li> <li><input type="checkbox"/> Technical Education: Programming and Software Development*</li> <li><input type="checkbox"/> Technical Education: Robotics &amp; Automated Manufacturing*</li> <li><input type="checkbox"/> Technical Education: Television Production*</li> <li><input type="checkbox"/> Technical Education: Welding*</li> <li><input type="checkbox"/> Technical Education: Working in Multicultural Environments: Korean*</li> </ul> |
|--|--|

**\*These 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:

<input type="checkbox"/>	Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.																
<input type="checkbox"/>	Form DEP.																
<input type="checkbox"/>	A \$30.00 <b>nonrefundable</b> application fee. Each additional certificate 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"/>	A valid Bachelor's Equivalent Technical Education 2 (or higher) Career and Technical Certificate.																
<input type="checkbox"/>	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. The current occupational proficiency requirements may be obtained at <a href="http://www.alabamaachieves.org">www.alabamaachieves.org</a> (click <i>Teachers &amp; Administrators</i> ⇨ <i>Teacher Center</i> ⇨ <i>Teacher Certification</i> ⇨ <i>CAREER/TECHNICAL CERTIFICATES – Additional Teaching Field – Degree Equivalent</i> ).																
<input type="checkbox"/>	<b>For Technical Education Program Areas:</b> A photocopy of the applicant's currently valid passing score on the ALSDE approved occupational proficiency assessment (test score, license, or credential) in the technical education program area(s) 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 <b>prior to application submission</b> . See the <b>OCCUPATIONAL PROFICIENCY INFORMATION</b> section of this form for additional information.																
<input type="checkbox"/>	<b>For each program area</b> sought, indicate the appropriate ALSDE approved occupational proficiency assessment being submitted.																
	<table border="1"> <thead> <tr> <th>Program Area (e.g., drafting design, welding, 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>	Program Area (e.g., drafting design, welding, plumbing)	Grade Level (6-12)	Name of ALSDE approved Occupational Proficiency Assessment(s)	Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed		6-12				6-12				6-12		
Program Area (e.g., drafting design, welding, plumbing)	Grade Level (6-12)	Name of ALSDE approved Occupational Proficiency Assessment(s)	Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed														
	6-12																
	6-12																
	6-12																

**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 – Degree Equivalent*).

I understand that I must **thoroughly read** all requirements of this approach (Form DEP 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 DEP
- 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