

Application for Certificate Renewal (**Reinstatement**) of Professional Educator Certificates in a **TEACHING FIELD**

To reinstate a certificate is to make valid a certificate that is no longer current.

This Reinstatement option can **ONLY** be used for individuals who hold an expired:

- **Professional Educator Certificate** in a teaching field (listed on page 3).
- **Type II or III Career and Technical Certificate** endorsed in technical education and/or a technical education program area or health science,
- **Level 2, 3, 4, or 5 Career and Technical Certificate** endorsed in technical education and/or a technical education program area,
- **Level 4 or 5 Career and Technical Certificate** endorsed in health science,
- **Specialty Area 2, 3, 4, or 5 Career and Technical Certificate** endorsed in technical education and/or a technical education program area or health science,
- **Degree Equivalent 2, 3, 4, or 5 Career and Technical Certificate** endorsed in a technical education program area, **or**
- **Degree Equivalent 2, 3, or 4 Career and Technical Certificate** endorsed in health science.



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

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?

**This reinstatement option is only available for the following teaching fields.
Please select all the teaching fields which apply to your reinstatement.**

<input type="checkbox"/> Agriscience Education	<input type="checkbox"/> Korean
<input type="checkbox"/> Algebra I	<input type="checkbox"/> Latin
<input type="checkbox"/> Anthropology	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Arabic	<input type="checkbox"/> Mental Retardation
<input type="checkbox"/> Biology	<input type="checkbox"/> Mild Learning Disabilities
<input type="checkbox"/> Business/Marketing Education	<input type="checkbox"/> Mild Learning/Behavior Disabilities
<input type="checkbox"/> Career Technologies	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Orthopedic and Other Health Impairment
<input type="checkbox"/> Chinese	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Choral Music	<input type="checkbox"/> Physical Science
<input type="checkbox"/> Collaborative Special Education Teacher	<input type="checkbox"/> Physics
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Political Science
<input type="checkbox"/> Dance	<input type="checkbox"/> Pre-Kindergarten
<input type="checkbox"/> Driver and Traffic Safety Education	<input type="checkbox"/> Psychology
<input type="checkbox"/> Early Childhood Education	<input type="checkbox"/> Reading
<input type="checkbox"/> Early Childhood Special Education	<input type="checkbox"/> Russian
<input type="checkbox"/> Earth and Space Science	<input type="checkbox"/> Severe Multiple Disabilities
<input type="checkbox"/> Economics	<input type="checkbox"/> Sociology
<input type="checkbox"/> Elementary Education	<input type="checkbox"/> Spanish
<input type="checkbox"/> Emotional Disturbance	<input type="checkbox"/> Special Education Pre-Kindergarten Birth-Age 5
<input type="checkbox"/> English for Speakers of Other Languages	<input type="checkbox"/> Specific Learning Disability
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> Speech
<input type="checkbox"/> Family and Consumer Sciences Education	<input type="checkbox"/> Speech or Language Impairment (<i>issued on a Professional Educator Certificate</i>)
<input type="checkbox"/> French	<input type="checkbox"/> Teacher Leader
<input type="checkbox"/> General Music	<input type="checkbox"/> Technical Education (<i>in any program area</i>)
<input type="checkbox"/> General Science	<input type="checkbox"/> Theatre
<input type="checkbox"/> General Social Science	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Generalist	<input type="checkbox"/> Visual Impairment
<input type="checkbox"/> Geography	<input type="checkbox"/> Work Based Learning Coordinator
<input type="checkbox"/> Geometry	
<input type="checkbox"/> German	
<input type="checkbox"/> Gifted	
<input type="checkbox"/> Greek	
<input type="checkbox"/> Health Education	
<input type="checkbox"/> Health Science	
<input type="checkbox"/> Hearing Impairment	
<input type="checkbox"/> History	
<input type="checkbox"/> Instrumental Music	
<input type="checkbox"/> Italian	
<input type="checkbox"/> Japanese	
<input type="checkbox"/> Journalism	

APPLICATION REQUIREMENTS and CHECKLIST

An application packet for reinstatement of an Alabama Professional Educator Certificate **in a teaching** must include the items listed below:

- | | |
|--|---|
| <input type="checkbox"/> | Supplement CIT <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | Form RTF. |
| <input type="checkbox"/> | A \$30.00 <i>nonrefundable</i> application fee. 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"/> | A NEW Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) criminal history background check through the ALSDE must be conducted and on file in the Educator Certification Section no earlier than 30 days prior to the receipt of this application. |
| <ul style="list-style-type: none"> 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"/> | For Computer Science : A currently valid passing score(s)/license(s) on an available ALSDE approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment.

The current occupational proficiency requirements may be obtained at www.alabamaachievers.org (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞ CAREER/TECHNICAL CERTIFICATES – TECHNICAL EDUCATION). The score(s) must have been attained prior to the date the application is received in the Educator Certification Section. |
| <input type="checkbox"/> | For Cosmetology : A photocopy of the applicant's currently valid Alabama Cosmetology Instructor license. The currently active license must have been attained prior to the date the application is received in the Educator Certification Section. |
| <input type="checkbox"/> | For Health Science : A photocopy of the applicant's currently active Alabama license in a registered nursing, paramedical, or approved allied health specialty. The currently active license must have been attained prior to the date the application is received in the Educator Certification Section. |

APPLICATION SUBMISSION and ATTESTATIONS

I understand that **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

I understand this option to reinstate without meeting any academic requirements can only be used this one time. As a professional educator certified by the Alabama State Department of Education, it is my responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate and submitting my application to the Educator Certification Section by the deadline.

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

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 RTF, including any supporting documentation
- Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee

All documentation must be mailed to the following address:

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 Post Office Box 302101
 Montgomery, AL 36130-2101