

**Alabama Certification Based on a Valid Professional Educator  
Certificate Issued by Another State, The District of Columbia, a U.S.  
Territory, or The Department of Defense Education Activity (DoDEA)**  
*Certificate Reciprocity*

**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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**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?

**RECORD OF EDUCATION**

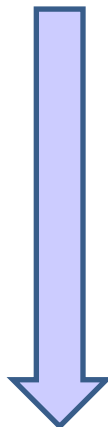
Name of College/University	Location	Dates Attended	Degree and Major

**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 Reciprocity Information**



## RECIPROCITY INFORMATION

### GENERAL INFORMATION

For purposes of this application, *state* also includes the District of Columbia, U.S. Territories, and the Department of Defense Education Activity (DoDEA). The phrase “issued by *other states*” or “issued by *another state*” refers to certificates issued by another state’s authorized Department of Education, Education Agency, Board, Commission, etc., that issues certificates to teach or serve in an instructional support capacity in the public schools of that state.

1. Alabama professional educator certification is offered on the basis of valid professional educator certificates issued by other *states*, and only if the professional educator certificate issued by another state is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional certification. **Alabama certification is not offered on the basis of educator preparation programs completed, online or in-residence, at non-Alabama institutions. No exceptions will be made to allow the recognition of programs completed at non-Alabama institutions.**
2. *This approach cannot be used to reissue an expired Alabama professional educator or professional leadership certificate that was previously issued through this approach. An individual may reinstate an Alabama certificate.*
3. **Speech-Language Pathology certification is not available through this approach.** Please see the Speech-Language Pathology Professional Educator Certificate, Speech-Language Pathology Temporary Certificate, and Speech-Language Pathology Assistant Certificate approaches for certification options.
4. Alabama Professional Educator Certificates are issued at the bachelor’s degree level (Class B), master’s degree level (Class A), and sixth-year/education specialist level (Class AA). Alabama Professional Leadership Certificates are issued at the master’s degree level (Class A) and sixth-year/education specialist level (Class AA).
5. Alabama does not offer certification at the doctoral degree level. However, sixth-year/education specialist level (Class AA) certification may be considered if the valid doctoral degree level professional educator certificate issued by another state is in an area and at a grade level in which Alabama offers comparable professional certification at the sixth-year/education specialist degree level.
6. If a valid professional educator certificate issued by another state does not reflect a degree level, a Supplement VER may be requested by the Educator Certification Section. The purpose of the Supplement VER is to determine whether an applicant who is eligible for Alabama certification in an area may be offered an advanced degree level of Alabama certification in that area. Advanced degree level certification may be considered if a state (or the District of Columbia or U.S. Territory) approved P-12 educator preparation program leading to certification or licensure has been completed at an advanced degree level in the area of Alabama certification being offered. The Supplement VER must be completed by the dean or the authorized certification official of the college of education at the non-Alabama institution where an advanced degree level state-approved P-12 educator preparation program was completed in the area of Alabama certification being offered. Not all states have advanced degree level state-approved P-12 educator preparation programs leading to certification or licensure.

A master’s degree level state-approved P-12 educator preparation program or a sixth-year/education specialist level state-approved P-12 educator preparation program in the area of Alabama certification being offered must be verified on Supplement VER and must have contained at least 30 semester hours of graduate credit. The transcript must post a major in the teaching field or instructional support area at the degree level of the program. However, if by institutional policy a major is not posted in the teaching field or instructional support area, verification of having earned at least 12 semester hours of discipline specific graduate credit in the teaching field or instructional support area is required. Additionally, the 12 semester hours of graduate credit may not include credit for internship, practicum, student teaching, or lab experiences. This credit must have been earned prior to the date of program completion and must not have been applied to the prior issuance of an Alabama certificate in any area.

7. **Background clearance is an ancillary requirement which MUST BE MET BY ALL APPLICANTS for Alabama certification. Professional educational work experience is also an ancillary requirement which must be met by applicants for certification in instructional support areas** (*educational administration, library media, school counseling, school psychometry, school psychology, sport management, or supervision*).

## REGIONAL ACCREDITATION

1. An applicant must hold at least a bachelor's degree from a senior institution that was regionally accredited at the time the degree was earned except as indicated in items 1.a. or 1.b. below.

### Regional Accrediting Agencies

- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Western Association of Schools and Colleges
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Higher Learning Commission (previously the North Central Association of Colleges and Schools)

- a. An applicant who holds both a bachelor's degree from a senior institution that was not regionally accredited at the time the degree was earned and a bachelor's degree or higher from a senior institution that was regionally accredited at the time the degree was earned shall have both degrees recognized for certification purposes.
  - b. An applicant whose only degree is from a senior institution that was not regionally accredited at the time the degree was earned may apply for a Class B (bachelor's degree level) Professional Educator Certificate only if the applicant submits, at the time of application, **all** the following:
    - i. Verification of completion of a state-approved P-12 educator preparation program at a non-Alabama senior institution in a teaching field in which Alabama offers comparable certification at the Class B level; **and**
    - ii. Verification of a valid professional educator certificate issued by another *state* in a teaching field and at a grade level in which Alabama offers comparable certification at the Class B level; **and**
    - iii. Verification of having earned nine semester hours of graduate credit with grades of "B" or above from an Alabama institution with State-approved P-12 educator preparation programs. The credit must be posted on the official transcript of that Alabama institution.
2. An applicant who does not meet all of the conditions outlined in item 1.b., but who has earned a valid professional educator certificate from the state where the non-regionally accredited senior institution is geographically located, may be admitted to an Alternative Class A (master's degree level) teaching field program at an Alabama college or university at the discretion of the head of the educator preparation unit.
  3. Degrees above the bachelor's level from senior institutions that were not regionally accredited at the time the degrees were earned will not be recognized for certification purposes.

## FOREIGN CREDENTIALS

An applicant whose degree was earned at a college or university in another country that is not a U.S. Territory must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the Alabama State Department of Education. A list of approved evaluation agencies can be found at [www.alabamaachieves.org](http://www.alabamaachieves.org) (click *Teachers & Administrators* ∞ *Teacher Center* ∞ *Teacher Certification* ∞ *Other Approaches* ∞ *Foreign Credentials*). The Certificate Reciprocity application form cannot be used to apply through the Foreign Credentials Approach.

## CERTIFICATE RECIPROCIITY FOR TEACHING FIELDS

1. Certificate reciprocity provides recognition of a valid professional educator certificate in a teaching field issued by another *state* if that certificate is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification.
2. An applicant who holds at least a **bachelor's degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate in a teaching field issued by another *state* that is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification may apply for a Professional Educator Certificate in that teaching field on the basis of certificate reciprocity.

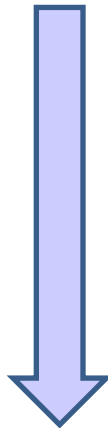
## CERTIFICATE RECIPROCITY FOR “IN-FIELD,” “SUPPLEMENTAL,” “ENDORSEMENT,” OR “ADD-ON”

1. Some *states* issue professional educator certificates in areas of certification designated as “In-Field,” “Supplemental,” “Endorsement,” or “Add-On,” which are contingent upon the individual holding a valid base professional educator certificate in that state. Certificate reciprocity for In-Field, Supplemental, Endorsement, or Add-On areas provides recognition for those areas if Alabama offers an area of comparable professional educator certification.
2. An applicant who holds at least a bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate with an In-Field, Supplemental, Endorsement, or Add-On area issued by another *state* that is in an area and at a degree level in which Alabama offers comparable professional educator certification may apply for a Professional Educator Certificate in that area on the basis of certificate reciprocity.
3. If the Educator Certification Section determines an applicant is eligible for an area of Alabama certification based on an In-Field, Supplemental, Endorsement, or Add-On area held in another *state*, to have that area of certification issued in Alabama, the applicant must meet Alabama’s current Praxis Subject Assessment (content knowledge) for the area.
  - a. Test requirements will be individually prescribed by the Educator Certification Section when eligibility for certification has been determined. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section do so at their own risk.**
  - b. Information about the current Alabama-prescribed Praxis Subject Assessments (content knowledge) of the Alabama Educator Certification Assessment Program (AECAP) may be obtained at [www.ets.org/praxis/al](http://www.ets.org/praxis/al) (click *Reciprocity*) or by contacting the staff in the Educator Assessment Section at (334) 694-4594 or [edassessment2@alsde.edu](mailto:edassessment2@alsde.edu).
  - c. **ONLY Alabama-prescribed Praxis Subject Assessments (content knowledge) are accepted.** Praxis Subject Assessments (content knowledge) that are not prescribed for use in Alabama will not be reported to the Alabama State Department of Education (ALSDE) by Educational Testing Services (ETS). **For Alabama-prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.**
  - d. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant’s complete Social Security number directly from ETS to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.
4. If determined eligible for an area of instructional support, the applicant must also verify the years of full-time professional educational work experience in a P-12 school system(s) required for issuance of the area (see next section of this document).

## CERTIFICATE AND EXPERIENCE RECIPROCITY FOR INSTRUCTIONAL SUPPORT AREAS

1. Certificate and experience reciprocity provides recognition of a valid professional educator certificate in an instructional support area issued by another *state* if that certificate is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification, and if experience requirements have been met. **In Alabama, certification in all instructional support areas is initially offered at the master's degree level.**
2. An applicant who holds a **graduate degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid master's or sixth-year/education specialist level professional educator certificate **in an instructional support area other than educational administration or supervision** (i.e., library media, school counseling, school psychometry, school psychology, or sport management) issued by another *state* that is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification may apply for a Professional Educator Certificate in that same instructional support area on the basis of certificate and experience reciprocity. The applicant must verify, at the time of application for Alabama certification, two full years of full-time professional educational work experience in a P-12 school system(s). Professional educational work experience in increments of less than one semester will not apply toward the calculation of two full years of full-time professional educational work experience.
3. An applicant who holds a **graduate degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid master's or sixth-year/education specialist level professional educator certificate **in educational administration and/or supervision** issued by another *state* that is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional leadership certification may apply for a Professional Leadership Certificate in an area of educational administration and/or supervision on the basis of certificate and experience reciprocity. The applicant for educational administration and/or supervision certification must verify, at the time of application for Alabama certification, three full years of full-time professional educational work experience in a P-12 school system(s) which must include at least one full year of P-12 full-time classroom teaching experience. In Alabama, teaching experience while the applicant was serving in an instructional support role (to include, but not limited to, behavior interventionist, instructional leader/administrator, media specialist, reading coach, school counselor, etc.) is not acceptable to meet the classroom teaching experience requirement. Professional educational work experience in increments of less than one semester will not apply toward the calculation of three full years of full-time professional educational work experience.

**Proceed to Application**



## APPLICATION REQUIREMENTS / CHECKLIST

<i>Name</i>	SSN        -        -
<b>APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.</b> An application packet for Alabama certification must include the items listed below:	
<input type="checkbox"/>	Supplement CIT <b><u>with supporting documentation</u></b> verifying United States citizenship or lawful presence in the United States.
<input type="checkbox"/>	Form OTH.
<input type="checkbox"/>	A \$30.00 <b><i>nonrefundable</i></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 Alabama State Department of Education (ALSDE) are required to be fingerprinted for a criminal history background check through the ASBI and FBI.</li> <li>• Applicants <b>living in</b> Alabama are to complete the background clearance process at a designated fingerprint site in Alabama. Instructions 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> <li>• Applicants <b>living outside</b> of Alabama who are not able to report to a designated fingerprint site in Alabama are to:               <ul style="list-style-type: none"> <li>○ Visit the Gemalto Cogent Web site at <a href="https://www.aps.gemalto.com/al/index_adeNew.htm">https://www.aps.gemalto.com/al/index_adeNew.htm</a> to register online <b>AND</b></li> <li>○ Send an email to <a href="mailto:tcertforms@alsde.edu">tcertforms@alsde.edu</a> to request two fingerprint cards (a full name and mailing address must be included).</li> <li>○ Once the fingerprint cards are received, the applicant must contact a local law enforcement agency outside of Alabama to be fingerprinted on the cards received from the Educator Certification Section. After being fingerprinted, the applicant must send one completed fingerprint card and applicable fee made payable to Gemalto Cogent to the following address: Gemalto Cogent / ALSDE Cards Scan /APS Dept. #165 / 2964 Bradley St. / Pasadena, CA 91107.</li> <li>○ The applicant should keep the second completed fingerprint card in case a reprint notice is received from Gemalto Cogent.</li> </ul> </li> </ul>	
<input type="checkbox"/>	An original valid professional educator certificate issued by another <i>state</i> . <b>ONE</b> of the following <b>MUST</b> be submitted:
<ul style="list-style-type: none"> <li>• A screenshot verifying the applicant's valid professional educator certificate issued by another state. The other state's public certificate look-up site must include the name, type of certificate, subject/endorsement area, grade level, degree level (if applicable), valid period, and legend for any codes used; Screenshot(s) attached verifying certificates held in the states of _____; <b>OR</b></li> <li>• Supplement CER completed by the certificate issuing authority verifying the valid professional educator certificate issued by that state. Applicants should check with the issuing authority of their certificate(s) before forwarding the Supplement CER to them to ensure that the authority will complete the form. Supplement CER has been forwarded to: _____ (name of the certificate issuing authority); <b>OR</b></li> <li>• The applicant's original valid professional educator certificate. (If the original certificate is submitted it will be returned to the applicant after it has been processed for the file).</li> </ul>	



<i>Name</i>	<i>SSN</i> - -
<input type="checkbox"/>	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 be submitted securely to the Educator Certification Section using one of the following options:	
<b>Option 1:</b>	
<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	
<b>Option 2:</b>	
<input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse.	
<b>Option 3:</b>	
<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> .	
<b>Transcripts submitted from an individual or a personal/business email account will not be accepted.</b>	
<input type="checkbox"/>	Supplement EXP verifying appropriate professional educational work experience. The Supplement EXP must be used to verify the experience required for issuance of an <b>instructional support area certificate</b> (i.e., an area of educational administration, library media, school counseling, school psychometry, school psychology, sport management, or supervision).

**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., official transcripts) 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.alabamaachieves.org](http://www.alabamaachieves.org) (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Out of State Certificates).

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

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 that true and correct information is being provided.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**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