



# Verification of a Higher Degree

(For individuals who hold a valid Alabama educator certificate.)

Questions regarding advanced pay should be sent to [payforadvanceddegrees@alsde.edu](mailto:payforadvanceddegrees@alsde.edu).

Local Education Agency	
Name of Professional Educator (For whom form is being completed)	
Social Security Number	
ALSDE ID	
Institution of Higher Education	
ALSDE Accepted Accrediting Agencies (Institution of higher education must have been accredited by one of the agencies indicated at the time the degree was earned.)	<input type="checkbox"/> Southern Association of Colleges and Schools <input type="checkbox"/> New England Commission of Higher Education <input type="checkbox"/> Northwest Commission on Colleges and Universities <input type="checkbox"/> Middle State Commission on Higher Education <input type="checkbox"/> Western Association of Schools and Colleges <input type="checkbox"/> Higher Learning Commission of the North Central Association of Colleges and Schools <input type="checkbox"/> Distance Education Accrediting Commission (Effective: March 28, 2022)
Degree Earned	<input type="checkbox"/> Master's <input type="checkbox"/> Education Specialist <input type="checkbox"/> Doctorate
Major/Concentration Area of Degree Earned (As indicated on the official transcript)	

Please check ONE option below regarding the professional educator named above.

<input type="checkbox"/> <b>Option A</b>	Earned an advanced degree <b>prior to</b> July 1, 2017. <i>Any degree area is acceptable.</i>	
<input type="checkbox"/> <b>Option B</b>	Earned initial graduate credit (grade of C or better) toward the advanced degree, <b>for which this verification request is being submitted, prior to</b> July 1, 2017, <b>and</b> earned the advanced degree, <b>on or after</b> July 1, 2017. <i>Any degree area is acceptable. This option is <b>not applicable</b> if coursework completed for a previous degree was used towards fulfilling requirements for earning the degree for which verification is being requested.</i>	
<p style="text-align: center;"><b>Option A or B should be used, if applicable.</b></p> <p style="text-align: center;"><b>If Option A or B is checked, please STOP, sign the form, and submit it along with the official transcript.</b></p> <p style="text-align: center;"><b>If Option A or B cannot be used, please see Options C through H and select only <u>ONE</u> option, sign the form, and submit it along with the official transcript.</b></p>		
<input type="checkbox"/> <b>Option C</b> <i>Subject matter of advanced degree shall be liberally construed for these teaching fields.</i>	Earned an advanced degree in a field of study for which the educator is properly certified: <input type="checkbox"/> Collaborative Teacher K-6 <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Early Childhood Special Education <input type="checkbox"/> Elementary Education <input type="checkbox"/> Middle School (English language arts, Mathematics, Science, <b>and</b> Social Science) <input type="checkbox"/> Middle School Generalist <input type="checkbox"/> Special Education Alternative Achievement Standards	
<input type="checkbox"/> <b>Option D</b> <i>Use for any area not included in Option E.</i>	Earned an advanced degree <b>in the same area</b> for which the educator currently holds a valid Alabama certificate.	
	Certificate Area:	



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<input type="checkbox"/> <b>Option E</b>	Earned an advanced degree in: <input type="checkbox"/> Arts (Dance, Music, Theatre, Visual Arts) <input type="checkbox"/> Counseling <input type="checkbox"/> Education Administration <input type="checkbox"/> Engineering <input type="checkbox"/> English for Speakers of Other Languages <input type="checkbox"/> Language(s) other than English <input type="checkbox"/> Library Media <input type="checkbox"/> Mathematics <input type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> School Psychology <input type="checkbox"/> School Psychometry <input type="checkbox"/> Special Education <input type="checkbox"/> Speech-Language Pathology <input type="checkbox"/> STEAM <input type="checkbox"/> STEM <input type="checkbox"/> Teacher Leader <input type="checkbox"/> Technology	
<input type="checkbox"/> <b>Option F</b>	Holds an advanced degree <b>and</b> ONLY one of the valid certificates below: <input type="checkbox"/> Career and Technical Temporary Certificate <input type="checkbox"/> Conditional Certificate in a Teaching Field <input type="checkbox"/> Emergency Certificate <input type="checkbox"/> Higher Education Transitional Certificate <input type="checkbox"/> Interim Employment Certificate <input type="checkbox"/> Provisional Certificate in a Teaching Field <input type="checkbox"/> Provisional Certificate in Library Media <input type="checkbox"/> Provisional Certificate in School Counseling Instructional Support Area <b>OR</b> Teaching Field:	
<input type="checkbox"/> <b>Option G</b> <i>This option may be used if Options (A-F) are not applicable. Option G may be possible if all criteria are met.</i>	Earned an advanced degree and is a teacher of a critical shortage area: <input type="checkbox"/> Teaching field was reported by LEA to the ALSDE as critical shortage area <b>and</b> <input type="checkbox"/> Letter is being submitted for approval as this is a critical shortage area for the LEA and the individual does not fit into any of the other advanced pay options. Critical Shortage Area for LEA:	
<input type="checkbox"/> <b>Option H</b> <i>Option added January 2022; advanced pay is not retroactive.</i>	Earned an advanced degree and the major is <b>in an area of education</b> not covered by a preceding option (subject to approval). Area of Education:	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*LEA Superintendent*

\*\*\*\*\*FOR ALSDE USE ONLY\*\*\*\*\*

\_\_\_\_\_ The ALSDE has not been able to confirm the institution that conferred the aforementioned degree is accredited by one of the ALSDE accepted accrediting agencies.  
 \_\_\_\_\_ The ALSDE cannot recognize the aforementioned degree because it does not meet any of the options listed nor does it meet  
 \_\_\_\_\_ The ALSDE has verified and recognized the aforementioned degree has been conferred by an institution affirmed by one of the ALSDE accepted accrediting institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*For the Alabama State Department of Education*

Mail this form and an original, official transcript to:  
 Alabama State Department of Education  
 Educator Preparation Section  
 Post Office Box 302101  
 Montgomery, AL 36130-2101

**NOTE:** This request to recognize a higher degree for pay purposes does not lead to certification. The highest degree for pay is posted on the Certification Portal. The Certification Portal will indicate, for LEAs, the highest degree for pay, the date the degree was earned, and the date the degree was recognized. This form will not be returned after the Alabama State Department of Education has recognized a higher degree.

\*An original, official transcript is enclosed because the Certification Portal verifies that the transcript is **not** on file with Educator Certification.