

## Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program Approach

This certification approach is for individuals seeking Alabama certification based on completion of at least a master's degree level CACREP-accredited school counseling program. ***This is not an application;*** this document provides general information and outlines requirements.

### TEST REQUIREMENTS

1. Information about the current Alabama-prescribed Praxis subject assessments of the Alabama Educator Certification Assessment Program (AECAP) may be obtained at [Praxis](#). Find the Alabama specific requirements and this specific certification approach for Praxis test requirements or by contacting staff in the Educator Assessment Section at 334-694-4594 or via email at [edassessment2@alsde.edu](mailto:edassessment2@alsde.edu).
2. **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 ALSDE by Educational Testing Services (ETS). **For Alabama-prescribed tests taken outside Alabama, code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports. Please check the testing website as tests changes do occur.**
3. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant's complete social security number directly from Educational Testing Service (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. Information about the National Counselor Examination for Licensure and Certification (NCE) may be obtained at [National Counselor Examination](#). An **official, original** score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The **original** report will be forwarded to the applicant after it has been entered into the file. *A photocopy is NOT acceptable and will delay the certification process.*
5. **The testing requirements must be met prior to application submission.** If these requirements are 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 testing requirements in effect on the date the application is received in the Educator Certification Section.

### REQUIREMENTS

	A \$38.00 <b>nonrefundable</b> application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$38 nonrefundable fee for issuance. A transaction fee will be applied.
	Verification of United States citizenship or lawful presence in the United States.
	Background clearance based on a fingerprint review. <ul style="list-style-type: none"> <li>• For applicants seeking <b>initial certification, additional certification, or certificate renewal</b> to teach in Alabama, your criminal history background checks must have been completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). You can check the status of your background checks and confirm whether you meet the state's suitability requirements for teaching at <a href="#">Certificate Search</a>.</li> <li>• For Applicants who <b>have not</b> been cleared by both agencies through the Educator Certification Section of the Alabama State Department of Education (ALSDE), you will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at <a href="#">Alabama Achieves – Teacher Certification</a> If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or <a href="mailto:bgr@alsde.edu">bgr@alsde.edu</a>.</li> <li>• Applicants may verify receipt of their criminal history results at the ALSDE by visiting <a href="#">Certificate Search</a>. If your results are not located, or you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.</li> </ul>
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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).

**Required Degrees:** Official transcript verifying a bachelor's degree earned from a senior institution that was regionally accredited at the time the degree was conferred; AND 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.

Official transcripts may be submitted securely to the Educator Certification Section using one of the following options:

**Option 1:**

- Mailed to the Educator Certification Section in a sealed envelope from the institution(s).

Alabama State Department of Education  
*Educator Certification Section*  
5215 Gordon Persons Building  
Post Office Box 302101  
Montgomery, AL 36130-2101

**Option 2:**

- Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse. **Do not select the ETX option.**

**Option 3:**

- Submitted securely to the Educator Certification Section through electronic transmission **from the institution** as an electronic PDF to [certtranscripts@alsde.edu](mailto:certtranscripts@alsde.edu).

**Transcripts submitted from an individual or a personal/business email account will not be accepted.**

	Supplement KR1 verifying completion of at least a master's degree level CACREP-accredited school counseling program at a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was earned. Supplement KR1 must be completed by the dean of education or certification official and forwarded directly to the applicant in a sealed envelope and should not be opened prior to submission to the Educator Certification Section.
	Electronic submission, by the testing company, of a current passing score(s) on the Alabama-approved Praxis subject assessment(s). The passing score(s) must be for the current assessment(s) that is in effect on the date the application is received in the Educator Certification Section.
	Verification of a passing score on the National Counselor Examination (NCE). An <b>official, original</b> score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The <b>original</b> report will be forwarded to the applicant after it has been entered to the file. <b>A photocopy is NOT acceptable and will delay the certification process.</b>

Applicants are encouraged to read this document in its entirety to ensure requirements are met to apply. To apply through this approach, visit [Alabama Achieves | Teacher Certification](#) (click *Other Approaches: Council For Accreditation of Counseling Related Educational Programs-CACREP*) and follow provided instructions.