



The **THIRD** Temporary Special Education Certificate (TSEC) Approach **2024-2025** Application and Summary of Requirements

FORM 3SE

This Form 3SE must be completed in conjunction with an employing Alabama county/city superintendent.

PERSONAL DATA					
Legal name as it appears on government-issued identification.					
Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix
Street/Apt./P.O. Box/Route and Box			City	State	ZIP Code
Email Address		Cell Number		Work Telephone	
Social Security Number		ALSDE ID		Date of Birth (mm-dd-yyyy)	
FOR STATISTICAL PURPOSES ONLY					
Ethnic Origin (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		Gender (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		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	
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					
<input type="checkbox"/> Yes <input type="checkbox"/> 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 <u>other than the Alabama State Department of Education?</u>					
<input type="checkbox"/> Yes <input type="checkbox"/> 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 <u>other than the Alabama State Department of Education?</u>					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever resigned from a position rather than face disciplinary action?					
<input type="checkbox"/> Yes <input type="checkbox"/> 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?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you the subject of a pending investigation involving a criminal act?					
RECORD OF EDUCATION					
Degree and Major	Name of College/University	Location	Dates Attended Beginning MM/YY	Dates Attended Ending MM/YY	

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, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.

LEA AUTHORIZATION and RESPONSIBILITIES

This application is to be completed for applicants seeking the TSEC and **submitted by the employing Alabama county/city superintendent** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

My local board of education is willing to participate in the TSEC Approach and has authorized me to employ, as a full-time employee, the applicant for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand the TSEC will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the TSEC Approach.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal to ensure the applicant will be properly certified for each period/block of the day as a Collaborative Teacher, grades 6-12. Although several courses appear in the ALSDE Courses Application within the AIM Portal as proper certification, for purposes of the TSEC, the **only courses** an applicant can be assigned to are those approved specifically for **Collaborative Teacher, grades 6-12**.

I understand failure to appropriately assign the individual will result in the individual's inability to complete the TSEC Approach. **I understand the individual must teach full-time and cannot serve as a facilitator while completing this approach.** I understand failure to appropriately assign the individual will result in an out-of-field penalty assessment for the employing public school system.

All TSECs must be held within four scholastic years from the July 1 beginning date of the first TSEC. An individual completing the TSEC Approach can be employed in a combination of no more than two public school systems while holding the three TSECs. **The required employment experience while holding the TSEC is only applicable for employment with the public school system to which the TSEC is issued.** Although three one-year certificates may be held, individuals who successfully complete **all requirements** in one scholastic year may apply for the Professional Educator Certificate. An individual must complete at least **one full** scholastic year **while holding** the TSEC.

I understand if the individual does not complete this approach in its entirety, the individual cannot begin any other alternative approach for ten years from the date of expiration of the last issued alternative certificate

I understand a TSEC is only valid for employment with the public school system to which the TSEC is issued.

I understand the local education agency (LEA) is required to provide at least four practical field experiences, each lasting a minimum of 3 hours, which the individual must complete.

I understand the Conditional Certificate in a Teaching Field (CCTF) or the Interim Employment Certificate (IEC) may be an option if the individual has any remaining alternative certificates available within the four scholastic years from the July 1 starting date of the first alternative certificate.

I understand the Interim Employment Certificate (IEC) Approach must be used for an individual who has been unconditionally admitted to an Alabama Traditional or Alternative Class A Educator Preparation Program for **Collaborative Teacher, grades 6-12**. If the decision is made to transition to this approach or another alternative approach, coursework from the State-approved program cannot be used towards completion of the alternative approach, nor can coursework from the alternative approach be used to complete the State-approved program.

LEA Representative's Initials: _____ I understand a complete application packet can be received in the Educator Certification Section anytime during the current **2024-2025** scholastic year. However, TSEC applications received or postmarked after October 1st of the scholastic year for which the certificate is being sought will not count as a full year of full-time teaching experience. This Section will not combine months or semesters to equate to the full year of full-time teaching experience, which is required for issuance of the Professional Educator Certificate.

LEA Representative's Initials: _____ I am verifying a photocopy of this form, reflecting signatures, has been given to the individual and I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

I understand the appropriate LEA designees must complete the **Beginning Teacher Alternative Certification Program (Supplement BTA)** form when applying for the Professional Educator Certificate indicating acceptable performance for individuals who held less than 3 TSECs.

- If the individual's performance indicators denote "Growth Needed" or a response of "No" is procured for question 10, the individual will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.
- I also understand if the aforementioned indicators are denoted or a response of "No" is procured for question 10, the individual has been provided a copy of Supplement BTA, and documentation of the appropriate mentoring, professional learning, and/or training must be submitted. Since there is a limit on the number of alternative certificates that can be held, the LEA and the individual should be aware of the individual's performance at all times.

LEA Representative's Initials: _____

RECOMMENDATION*To be completed by the employing county/city superintendent.*

I recommend this individual for the Temporary Special Education Certificate for Collaborative Teacher, grades 6-12.

Date _____

Signature of Alabama Superintendent _____

Name of Alabama Local Education Agency _____

APPLICATION PACKET CHECKLIST FOR THE THIRD TSECRequired for issuance of the **third** TSEC. *Boxes are to be checked, as applicable.***Application Forms**

- ☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of this application **Form 3SE**.

Nonrefundable Application Fee

- ☐ A \$38.00 **nonrefundable** application fee. **Neither personal checks nor cash will be accepted.**
- The fee must be paid by cashier's check **or** money order made payable to the Alabama State Department of Education or through the [ALSDE Educator Certification Online Payment System](#), with a major credit card, (a 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.

Background Clearance

- ☐ Background clearance is based on a fingerprint review.
- For applicants seeking **initial certification, additional certification, or certificate renewal** 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 [Certification Search](#).
 - For Applicants who **have not** 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 [Alabama Achieves - Teacher Certification](#). If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu.
 - Applicants may verify receipt of their criminal history results at the ALSDE by visiting [Certification Search](#). 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.

Coursework

- ☐ Submission of Supplement SE1 completed by the certification officer at the Alabama college or university authorized to provide coursework for this approach verifying **completion** of at least **two** of the approved courses.
- See the [COURSEWORK REQUIREMENTS](#) section of this form for specific information.

Professional Learning

- ☐ Submission of PowerSchool Professional Learning training history verifying **completion** of at least **two** of the required Special Education Professional Learning activities.
- See the [SPECIAL EDUCATION PROFESSIONAL LEARNING](#) section of this form for specific information.

Classroom Schedule

- ☐ Submission of individual's schedule from PowerSchool verifying the individual is serving as a Collaborative Teacher, grades 6-12, for each period/block of the day. **The PowerSchool schedule submitted must display the teacher schedule view and is printed from the district office for the current academic year. Courses with zero students enrolled will not be accepted.**
- See [LEA AUTHORIZATION and RESPONSIBILITIES](#) section of this form for additional information about the assignment).

Practical Field Experience	
<input type="checkbox"/>	<u>Submission of</u> Supplement PFE verifying completion of at least two of the required practical field experiences.
Teacher Mentor	
<input type="checkbox"/>	<p><u>Submission of</u> Supplement MVF Verification Form</p> <p>This form verifies proper mentorship for individuals seeking the Temporary Special Education Certificate.</p> <p>Mentor Qualifications: A mentor assigned to the individual must hold the following:</p> <p><input type="checkbox"/> a valid Alabama Professional Educator Certificate in an area of special education AND have at least three full years of full-time professional educational work experience;</p> <p style="text-align: center;">or</p> <p><input type="checkbox"/> serve as the Special Education Facilitator/Director with a valid Alabama Professional Educator Certificate in an area of special education.</p> <p><i>INDIVIDUALS & LEAs ARE HIGHLY RECOMMENDED TO PARTICIPATE in the Alabama Teacher Mentor Program (ATMP).</i> Information regarding the ATMP can be found at Alabama Achieves (click Teachers & Administrators → Teacher Center → Teacher Mentor Program). For questions regarding the ATMP please email Dr. Patience Oranika at poranika@alsde.edu.</p>

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

All requirements must be completed prior to October 1 of the calendar year, during which the TSEC expires.

1. Submission of the Application for the Professional Educator Certificate following the Temporary Special Education Certificate Approach.
2. Submission of the **nonrefundable** application fee.
3. Submission of Supplement EXP verifying the individual's full year of full-time teaching experience while holding the TSEC, with the full-time assignment having been teaching only courses for Collaborative Teacher, grades 6-12.
4. Submission of official transcripts verifying successful completion of **all** approved courses as outlined by the authorized Alabama college or university (*number of courses determined by the institution, see approved listing*).

Official transcripts must 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.
Alabama State Department of Education • Educator Certification Section • 5215 Gordon Persons Building • Post Office Box 302101 • Montgomery, AL 36130
 - ☐ **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. **Transcripts submitted from an individual or a personal/business email account will not be accepted.**
5. Submission of the individual's PowerSchool Professional Learning training history of successful completion of **all** required ALSDE-developed Special Education Professional Learning activities.
 6. Submission of Supplement PFE verifying successful participation in **all four** required practical field experiences (e.g., classroom observation, co-teaching training).
 7. Submission of Supplement BTA **Beginning Teacher Alternative Certification Performance** form.
 8. Electronic submission by the testing company of the individual's current passing score on the Alabama-prescribed Praxis subject area test(s) of the AECAP for Collaborative Teacher, grades 6-12. Tests are subject to change, and an individual must meet the subject area test requirement and score in effect on the date the application is received in the Educator Certification Section. See the **TESTING REQUIREMENTS** section of this form for additional information.

COURSEWORK REQUIREMENTS

1. Coursework must be completed at an Alabama college/university that has been authorized to provide coursework for the TSEC Approach.
2. All coursework must be completed **at the same Alabama college/university**. Authorized institutions and approved courses can be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Special Education Temporary Certificate*).
3. Coursework content areas shall include all the following:
 - a. Survey of Special Education,
 - b. Collaboration/Consultation,
 - c. Methods and Assessment,
 - d. Special education laws, and
 - e. Behavior Analysis/Modification.
4. Coursework completed **ten or more years** prior to the July 1 beginning valid period of the first TSEC **will not** be accepted.
 - a. Courses will only be accepted from an authorized Alabama college/university.
 - b. Courses must be the exact courses on the current approved listing.
 - c. **REMINDER**-All coursework must be completed **at the same Alabama college/university**.
5. Credit must be earned **prior to October 1** of the calendar year during which the TSEC expires. A grade of "C" or above must be earned in each course.

SPECIAL EDUCATION PROFESSIONAL LEARNING

1. ALSDE-developed Special Education Professional Learning activities must be completed as part of the TSEC Approach.
2. Special Education Professional Learning areas shall include all the following:
 - a. Role of a Special Education Teacher, Person First Skills, and ALSDE Special Education Resources,
 - b. Development and Characteristics of Learners,
 - c. Planning and Learning Environment,
 - d. Instruction,
 - e. Assessment, and
 - f. Foundations and Professional Responsibilities.
3. The required Special Education Professional Learning activities must be successfully completed **prior to October 1** of the calendar year during which the TSEC expires.

For information regarding Special Education Professional Learning activities, contact Special Education Services by email at tsec@alsde.edu or by phone at (334) 694-4782.

TESTING REQUIREMENTS

Individuals must meet current requirements of the Alabama-prescribed Praxis subject area test(s) for issuance of the Professional Educator Certificate. The Alabama-prescribed test is Praxis #5354 Special Education: Core Knowledge. Alabama's newly adopted Praxis #5355 Special Education: Core Knowledge and Applications will be accepted in lieu of Praxis #5354 Special Education: Core Knowledge. A passing score must be attained prior to the **October 1 expiration** date of the four-year window.

1. ONLY Alabama-prescribed Praxis subject area test(s) are accepted.
2. The required subject area test(s) and passing scores for the TSEC may be found at [Praxis](#)
3. 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.
4. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the individual’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.

Praxis Test Changes

Praxis Test Code	Praxis Test Title	Required Score	Test Passed, and 1 st TSEC issued Prior To	Application for the Professional Educator Certificate Must be Received in the Educator Certification Section by or Postmarked by
5354	Special Education: Core Knowledge and Applications	153	September 1, 2024	October 1, 2028
Praxis Test Code	Praxis Test Title <i>(See memo dated 4-24-2024)</i>	Required Score	1 st TSEC held during the 24-25 scholastic year, and thereafter	Application for the Professional Educator Certificate Must be Received in the Educator Certification Section by or Postmarked by
5355	Special Education: Core Knowledge and Applications	145	September 1, 2024	October 1, 2024, and thereafter

IMPORTANT INFORMATION, APPLICATION SUBMISSION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

As an individual through the TSEC Approach to certification, I understand:

1. The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making an application for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
2. The Educator Certification Section is unable to determine eligibility for a TSEC until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
3. I must **thoroughly read** all the requirements of this approach.
4. 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 [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Special Education Temporary Certificate*).
5. I understand meeting requirements for and completing the TSEC Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the teaching field of Collaborative Teacher grades 6-12.
6. There is a maximum of three TSECs that can be held. All TSECs, must be held within four scholastic years from the July 1 beginning date of the first TSEC. **An individual must complete at least one full scholastic year while holding the TSEC prior to applying for the Professional Educator Certificate.**
7. I must complete all requirements as outlined in this application; if not, I will not be eligible to continue this approach or attain my Professional Educator Certificate through this approach.
8. **Applicant's Signature:** _____ I understand if I do not complete this approach in its entirety and as outlined, I cannot begin any other alternative approach for ten years from the date of expiration of the last issued TSEC certificate.
9. **Applicant's Signature:** _____ I have read the Supplement BTA **Beginning Teacher Alternative Certification Program** form and understand the terms. If I hold less than 3 TSECs, within the four scholastic years from issuance of my first TSEC, I must request a **Beginning Teacher Alternative Certification Program (Supplement BTA)** form from each eligible LEA and receive successful performance indicators on Supplement BTA form. I also understand if my performance indicators denote more than two "Growth Needed" or a response of "No" is procured for question 10, I will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.
10. **Applicant's Signature:** _____ I understand a complete application packet can be received in the Educator Certification Section anytime during the current 2024-2025 scholastic year. However, any TSEC applications (received or postmarked) or certificates issued after October 1st of the scholastic year for which the certificate is being sought will not count as a full year of full-time teaching experience. This Section will not combine months or semesters to equate to the full year of full-time teaching experience required for issuance of the Professional Educator Certificate.
11. **Applicant's Signature:** _____ I understand obtaining a professional educator certificate requires work experience, but the earned work experience is only applicable to the public school system that requested the TSECs.
12. I have received a photocopy of this form, reflecting signatures, and I understand what is required to obtain the Professional Educator Certificate through this approach.
13. It is my responsibility to keep all personal data on file in the Educator Certification Section current.
14. 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 _____