ALABAMA STATE DEPARTMENT OF EDUCATION
EDUCATOR CERTIFICATION SECTION
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334) 694-4557
www.alabamaachieves.org

This section must be completed by the Alabama Local Education Agency (LEA).

LEA Code: ___ ___ ___ - ___ ___ ___ ___

The First Temporary Special Education Certificate (TSEC) Approach 2022-2023 Application *and* Summary of Requirements *(REVISED)*

This Form 1SE must be completed in conjunction with an employing Alabama county/city superintendent.

FORM 1SE

PERSONAL DATA *(To be completed by the applicant.)*

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

Ethnic Origin *(Choose one)*	**Gender** *(Choose one)*	**Race** *(Choose one or more, regardless of Ethnicity)*
☐ (01) Hispanic Latino ☐ (02) Not Hispanic Latino	☐ (F) Female ☐ (M) Male	☐ (01) White ☐ (02) Black or African American ☐ (04) American Indian or Alaska Native ☐ (05) Asian ☐ (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

☐ 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

Degree and Major	Name of College/University	Location	Dates Attended Beginning Month/Year	Dates Attended Ending Month/Year

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, ***Prevention and Support Office***, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: pss@alsde.edu.

LEA AUTHORIZATION and RESPONSIBILITIES

This application is to be completed for individuals 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 individual 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 individual can be assigned to are those approved specifically for **Collaborative Teacher, grades 6-12.**

I understand failure to appropriately assign the applicant will result in the applicant's inability to complete the TSEC Approach. **I understand the applicant must teach full-time and cannot serve as a facilitator while completing this approach.** I understand failure to appropriately assign the applicant 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 applicant completing the TSEC Approach can be employed in a combination of no more than two public school systems while holding the three TSECs. The TSEC is only valid for employment with the public school system to which the TSEC is issued. Although three one-year certificates may be held, applicants 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 applicant does not complete this approach in its entirety, the applicant 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) must provide a minimum of four practical field experiences for which the applicant is required to complete.

I understand the LEA must complete the **Beginning Teacher Alternative Certification Program (Supplement BTA)** form to indicate acceptable performance. If the applicant'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. Since there is a limit on the number of alternative certificates, one can hold the LEA, and the individual should be aware of the individual's performance at all times.

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 2022-2023 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 applicant and I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.**

RECOMMENDATION

To be completed by the employing county/city superintendent.

I recommend this applicant 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 FIRST TSEC

Required for issuance of the first 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 1SE.

Nonrefundable Application Fee

❑	A $30.00 ***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 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.

Background Clearance

❑	Background clearance is based on a fingerprint review.

- Applicants **who have not been cleared** by both the **Alabama State Bureau of Investigation** (ASBI) and **Federal Bureau of Investigation** (FBI) through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI.
- Applicants may **verify** whether criminal history background checks have been completed and whether they are suitable and fit to teach under state law at https://tcert.alsde.edu/Portal.

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.

Official Transcripts

❑ Submission of official transcript(s) of the applicant indicating a bachelor's or higher degree earned **prior to the date the application is received in the Educator Certification Section:**

- ☐ A bachelor's degree is held, with a minimum overall grade point average (GPA)* of at least 2.50 on a 4.0 scale;

OR

- ☐ A master's or higher degree is held, with a minimum overall GPA* of at least 3.00 on a 4.0 scale.

All degrees must be from a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was earned.

The applicant's **current** legal name and Social Security or ALSDE ID number must accompany the transcript(s)

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.

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

*The overall GPA must be the GPA used as the basis for granting the degree and posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement.

An applicant whose degree was earned at a college or university in another country that is not a United States (U.S.) Territory must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the ALSDE. Additional information and a list of approved evaluation agencies may be found at www.alabamaachieves.org (click *Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞Other Approaches ☞ Foreign Credentials).*

	Coursework
❑	Submission of Supplement SE1 completed by the certification officer at the Alabama college or university authorized to provide coursework for this approach: ☐ indicating *enrollment in* at least one approved course; OR ☐ indicating *completion of* at least one approved course. See the **COURSEWORK REQUIREMENTS** section of this form for specific information.
	Professional Learning
❑	The LEA has confirmed registration in the PowerSchool Professional Learning platform for 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 applicant's schedule from PowerSchool verifying the applicant is serving full-time as a Collaborative Teacher, grades 6-12, for each period/block of the day. **This should display the Teacher Schedule view and be printed from the district office level for the current scholastic year.** See the **LEA AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)
	Teacher Mentor
❑	Submission of Supplement MVF Verification Form This form verifies proper mentorship for individuals seeking the Temporary Special Education Certificate.

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 www.alabamaachieves.org (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. In order to begin the Special Education Professional Learning activities, the applicant must:
    a. register in the PowerSchool Professional Learning platform, and
    b. contact Special Education Services by email tsec@alsde.edu or by phone at (334) 694-4782 to receive an invitation to register for sessions.
3. 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.
4. All Special Education Professional Learning Activities must be successfully completed **prior to October 1** of the calendar year during which the TSEC expires.

TESTING REQUIREMENTS

1. 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 and Applications. A passing score must be attained prior to October 1 of the calendar year, during which the TSEC expires.
2. ONLY Alabama-prescribed Praxis subject area test(s) are accepted.
3. The required subject area test(s) and passing scores for the TSEC may be found at https://www.ets.org/praxis/al/al_teacher_ed/.
4. 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.
5. **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.

REQUIREMENTS FOR ISSUANCE OF THE SECOND & THIRD TSEC

1. Submission of the Application for the Second or Third Temporary Special Education Certificate Approach by the employing Alabama county/city superintendent.
2. Submission of the ***nonrefundable*** application fee.
3. Submission of Supplement MVF verifying successful participation in the Alabama Teacher Mentoring Program or meeting mentoring **Option 2** or **Option 3** *(Only required while holding the first and the second certificates).*
4. **For the Second TSEC: Requirements are to be completed prior to October 1 of the calendar year during which the first TSEC expires:**
   a. Submission of Supplement SE1 verifying credit earned in **at least two** of the required courses.
   b. Successful completion of **at least two** of the required Special Education Professional Learning activities documented in the applicant's PowerSchool Professional Learning training history.
   c. Verification of **at least two** practical field experiences (e.g., classroom observation, co-teaching training).
5. **For the Third TSEC: Requirements are to be completed prior to October 1 of the calendar year during which the second TSEC expires:**
   a. Submission of Supplement SE1 verifying credit earned for at least **two additional** required courses.
   b. Successful completion of **at least two additional** required Special Education Professional Learning activities documented in the applicant's PowerSchool Professional Learning training history.
   c. Verification of **at least two additional** practical field experiences (e.g., classroom observation, co-teaching training).
6. Proper assignment of the applicant each period/block of the day.

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 applicant'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.
- ☐ **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. Verification in the applicant's PowerSchool Professional Learning training history of successful completion of **all** required ALSDE-developed Special Education Professional Learning activities.
6. Submission of Supplement MVF verifying successful participation in the Alabama Teacher Mentoring Program or meeting mentoring **Option 2** or **Option 3** *(Only required while holding the first and the second certificates).*
7. Verification of successful participation in **four** required practical field experiences (e.g., classroom observation, co-teaching training).
8. Submission of Supplement BTA **Beginning Teacher Alternative Certification Performance** form.
9. Electronic submission by the testing company of the applicant'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.

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

As an applicant 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 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 www.alabamaachieves.org (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.

10. ***Applicant's Signature:*** _____ **I understand a complete application packet can be received in the Educator Certification Section anytime during the current 2022-2023 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.**

11. 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.

12. It is my responsibility to keep all personal data on file in the Educator Certification Section current.

13. By affixing my signature to this document, I am certifying all information pertaining to this application form is true and correct. Failure to submit accurate information may result in the revocation or non-issuance of my certificate.

Date _____ **Signature of Applicant** _____