



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](http://www.alabamaachieves.org)

This section must be completed by the employing Alabama school system or nonpublic/private school.  
 School System Code: \_\_\_\_\_  
 Nonpublic/Private  
 School Code: \_\_\_\_\_

**Professional Certificate following the Provisional Certificate in Library Media or School Counseling Approach**  
**FORM PFL**

A complete application packet must be received in the Educator Certification Section by **October 1 or postmarked no later than October 1 of the scholastic year for which the PCTF expires**. The application process **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school**.

All requirements for issuance of the Professional Educator Certificate must be met prior to the date this application is received in the Educator Certification Section. The Professional Educator Certificate will be issued in the same instructional support area for which the PCLS(s) were issued.

<u>PERSONAL DATA</u>					
<b>Legal Name as it appears on government-issued identification.</b>					
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)		
<u>FOR STATISTICAL PURPOSES ONLY</u>					
<b>Ethnic Origin (Choose one)</b> <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender (Choose one)</b> <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race (Choose one or more, regardless of Ethnicity)</b> <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	
<b><u>PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION</u></b>					
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).					
<b>READ CAREFULLY</b>					
<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 <b><u>other than the Alabama State Department of Education?</u></b>					
<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 <b><u>other than the Alabama State Department of Education?</u></b>					
<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?					
<u>RECORD OF EDUCATION</u>					
Degree and Major	Name of College/University	Location	Dates Attended		
			Beginning Month/Year	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, *Support Services*, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: [supportservices@alsde.edu](mailto:supportservices@alsde.edu).

**APPLICATION PACKET CHECKLIST FOR PROFESSIONAL EDUCATOR CERTIFICATE**

Completion of this approach leads to a Class A (master's degree level) or Class AA (sixth-year degree level) Professional Educator Certificate based on the degree level of the PCLSs held.

**Application Forms**

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

**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 (ALSDE) 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 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 <https://tcert.alsde.edu/Portal>.
  - 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 <https://www.alabamaachieves.org/teacher-center/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](mailto:bgr@alsde.edu).
  - Applicants may verify receipt of their criminal history results at the ALSDE by visiting <https://www.alabamaachieves.org/teacher-center/teacher-certification/>. 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

**Experience Verification**

- Submission of Supplement EXP (to be completed and submitted by the employing school system/nonpublic/private school at the request of the applicant)

Supplement EXP, submitted by the school system/nonpublic/private school where the applicant was employed, verifying the applicant's full year of full-time professional educational work experience while holding the second PCLS, with the **full-time assignment** having been in the specific area of instructional support and at the grade level for which the second PCLS was proper certification. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific area of instructional support of the second PCLS only if the second PCLS was proper certification for the course.)

- The experience requirement must be met **prior to** application submission.
- The applicant must request the school system where he/she was employed to complete and submit to the Educator Certification Section a Supplement EXP verifying appropriate experience.

**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.

~I understand the submission of supporting documents ONLY (e.g., Supplement EXP) does not constitute making an application for certification. Incomplete forms will delay the review of the file.

**~I understand 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 obtained at [www.alabamaachieves.org](http://www.alabamaachieves.org) (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞ ALTERNATIVE CERTIFICATES – Provisional Certificate in Library Media and School Counseling).

~I understand that **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

~I understand that I must **thoroughly read** all requirements of this approach (Form PFL).

~I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

~I understand that by affixing my signature to this document, I am certifying that true and correct information is being provided.

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

I have completed the following documents, and I am mailing them to the address specified in this application:

- Supplement CIT, including supporting documentation
- Form PFL
- Money order, cashier's check, or receipt verifying online payment of \$38.00 application fee
- Required supporting documentation

All documents 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**