



**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 employing Alabama school system or nonpublic/private school.

School System Code: _ _ _

Nonpublic/Private

School Code: _ _ _ _

Professional Certificate following the Provisional Certificate in a Teaching Field (PCTF) Approach FORM PFA

A complete application packet must be received in the Educator Certification Section no later than **October 1 of the calendar year**, during which the four-year window ends. An individual's four-year window begins the scholastic year for which the 1st PCTF is issued (i.e. The 1st PCTF is issued the 2022-2023 scholastic year, the four-year window expires the 2025-2026 scholastic year.) 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 **October 1 expiration** date of the four-year window.

The Professional Educator Certificate will be issued in the same teaching field and at the grade level for which the PCTF(s) were issued.

Beginning with the 2022-2023 scholastic year, the Provisional Certificate in a Teaching Field (PCTF) approach no longer requires an individual to earn three full scholastic years of experience while holding each PCTF. At least one full year of full-time teaching experience is required while holding the PCTF. To consider this option see the requirements contained herein. individual to obtain a Professional Educator Certificate within one scholastic year. To consider this option see the requirements contained herein.

| PERSONAL DATA | | | | | |
|---|-------|--|--------|---|----------|
| <i>Legal Name as it appears on government issued identification.</i> | | | | | |
| 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 other than the Alabama State Department of Education? | | | | | |
| <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 other than the Alabama State Department of Education? | | | | | |
| <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? | | | | | |

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.

APPLICATION PACKET CHECKLIST FOR PROFESSIONAL EDUCATOR CERTIFICATE**Completion of this approach leads to a Class B (bachelor's degree level) Professional Educator Certificate.****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 PFA**.

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 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 <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.alabamaachievers.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.
 - Applicants may verify receipt of their criminal history results at the ALSDE by visiting <https://www.alabamaachievers.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.

Teaching Experience

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

Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the expiring PCTF, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the PCTF was held. (*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 teaching field and grade level of the first PCTF only if the first PCTF was proper certification for the course.*)

- If completing this option with less than the required 3 years, at least one full scholastic year of full-time appropriate experience is required.
- Employment of the applicant may be in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
- The experience requirement must be met **prior to** application submission.

Performance Verification

- ☐ Submission of Supplement BTA (*to be completed and submitted by the employing school system*)
NOTE: Only required if the applicant held less than three PCTF certificates during their four-year window.

Supplement BTA indicating acceptable performance. If more than two performance indicators are denoted as "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 that can be held, the LEA and the individual should be aware of the individual's performance at all times.*

Official Transcripts

- ☐ Official transcripts verifying credit earned for all four required courses are on file with the Educator Certification Section.

Career and Technical Education

- ☐ For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education**. The applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate *Alabama State Department of Education's (ALSDE) Career and Technical Education Teacher Certification Program (CTE TCP Level 1) "Session A"* is on file with the Educator Certification Section.

Testing Requirements

If the first PCTF was held during the 2019-2020 scholastic year.

- ☐ Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Praxis Principles of Learning and Teaching (PLT) test on a test administration date **prior to October 1** of the calendar year for which the PCTF held expires. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the PLT requirement.
- Information about the PLT may be found at www.ets.org/praxis/al.
- NOTE:** PCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 OR Grades 7-12. PCTFs for grades 6-12 must pass the PLT test for Grades 7-12.

Testing Requirements

If the first PCTF was held during the 2020-2021 scholastic year or thereafter.

- ☐ Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Pedagogy Assessment (edTPA/PLT) on a test administration date **prior to October 1** of the calendar year for which the PCTF held expires. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the Pedagogy Assessment requirement.
- Option 1**
Applicant completed **all three scholastic years** on the PCTF Approach and is submitting a passing score on the AECAP:
- ☐ Praxis Principles of Learning and Teaching (PLT) test **OR**
 - ☐ edTPA Handbook for the teaching field and at the grade level for which the PCTFs were issued.
- Option 2**
Applicant completed **one or two scholastic years** on the PCTF Approach and is submitting a passing score on the AECAP edTPA Handbook for the teaching field and grade level for which the PCTFs were issued.
- Information about the PLT may be found at www.ets.org/praxis/al. (click: *Alternative Certification Approaches*)
- NOTE:** PCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 OR Grades 7-12. PCTFs for grades 6-12 must pass the PLT test for Grades 7-12.
- Information about the edTPA may be found at <https://www.edtpa.com/> (click: *Candidates*).
- NOTE:** If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required.

APPLICATION SUBMISSION and ATTESTATIONS**As an applicant for the Professional Educator Certificate, 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.
- 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.
- If applicable, I have contacted my employing school system to ensure they have submitted the Supplement EXP Form and the Supplement BTA. _____ **Applicant's initials** NOTE: Only required if the applicant held less than three PCTF certificates during their four-year window
- I must meet all Alabama certification requirements of the PCTF Approach in effect on the date the application is received in the Educator Certification Section.
- APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.
- I must **thoroughly read** all requirements of this approach (Form PFA 07/2023).
- I am responsible for keeping all personal data on file in the Educator Certification Section current.
- By affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____

Signature of Applicant _____