



The Speech-Language Pathology Professional Educator Certificate Approach Application and Summary of Requirements

FORM PSL

This certificate authorizes the holder to serve only as a Speech-Language Pathologist in grades P-12 in an Alabama public school system or nonpublic/private school.

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		Home/Cell Telephone		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?			
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, *Prevention and Support Office*, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.

GENERAL INFORMATION

The Educator Certification Section of the Alabama State Department of Education (ALSDE) is unable to determine eligibility for Alabama certification until ALL of the components required below have been received. **Applications will not be assigned to a certification specialist for review until at least a completed Form PSL, the \$38.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making an application for certification. Applicants 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, applicants should review current requirements at www.alabamaachievers.org/ (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Other Approaches-Speech-Language Pathology Professional).

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file.

APPLICATION PACKET CHECKLIST

Required for issuance of the Class A (master's degree level) Speech-Language Pathology Professional Educator Certificate, valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years and is renewable.

Boxes are to be checked, as applicable.

Application Forms

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <u>Submission of Supplement CIT with supporting documentation</u> verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | <u>Submission of this application Form PSL.</u> |

Nonrefundable Application Fee

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A \$38.00 <i>nonrefundable</i> 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, (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

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 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://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>. 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.

Official Transcripts

- ☐ Submission of official transcripts of all degrees and credits earned. All degrees and credits earned must be verified on an official transcript(s) and 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).
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.
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.**
- ☐ Official transcript verifying an earned bachelor's degree; **AND**
- ☐ Official transcript verifying a master's or higher degree was earned **prior to** the date the application is received in the Educator Certification Section from a senior institution that was regionally accredited at the time the degree was conferred.

License Verification

- ☐ Verification of a valid Speech-Language Pathology License issued by a state's speech-language pathology licensing board/agency (e.g., Alabama Board of Examiners for Speech-Language Pathology & Audiology) by submission of:
- ☐ A photocopy of the **valid** license; **OR**
 - ☐ A photocopy of the renewal card verifying the **valid** license; **OR**
 - ☐ A screenshot from the web site of the state's speech-language pathology licensing board/agency verifying the **valid** license.

APPLICATION SUBMISSION and ATTESTATIONS

As an applicant for the Class A (master's degree level) Speech-Language Pathology Professional Educator Certificate, I understand that:

- 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.
- Submission of supporting documents ONLY (e.g., official transcript) does not constitute making an application for certification. Incomplete forms will delay the review of the file.
- **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/ (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞ Other Approaches-Speech-Language Pathology Professional).
- **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
- I must **thoroughly read** all requirements of this approach (Form PSL).
- The Class A Speech-Language Pathology Professional Educator Certificate authorizes me to serve only as a Speech-Language Pathologist in grades P-12 in an Alabama public school system or nonpublic/private school.
- It is my responsibility to keep 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**

I have completed the following documents, and I am mailing them to the address below:

- ☐ Supplement CIT, including supporting documentation
- ☐ Form PSL
- ☐ 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**