



The Second Conditional Certificate in a Teaching Field (CCTF) Approach for the 2023-2024 Scholastic Year
FORM CC2

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 CCTF is being requested. The application process for the CCTF Approach **must be completed in conjunction with an employing Alabama city/county superintendent and** through one of the following approved entities (select one):

- Alabama Teachers of Tomorrow (CC1) **OR**
- An approved CCTF alternative route program at an Alabama college or university (CCA):

_____ (Name of Alabama Institution)

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)		Gender (Choose one)		Race (Choose one or more, regardless of Ethnicity)	
<input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<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 Month/Year	Ending Month/Year	

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LEA AUTHORIZATION and RESPONSIBILITIES

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

A complete application packet must be received in the Educator Certification Section by **October 1st or postmarked no later than October 1st of the scholastic year for which the certificate is being requested.**

- My local board of education is willing to participate in the CCTF 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 that the CCTF will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures, in cooperation with the providing entity for monitoring the applicant's compliance with the requirements of the CCTF Approach.
- An individual who has been employed in Alabama while holding an alternative certificate(s) who has not been issued an Alabama professional educator certificate in the same area for which the alternative certificate(s) was/were issued may not be eligible to begin any alternative approach. An individual who began an alternative approach **during or prior to the 2018-2019** scholastic year (that is, five or more years ago), and did not complete the approach may begin an alternative approach again under current requirements.
- An individual who has been unconditionally admitted to an Alabama Alternative Class A Educator Preparation Program in a teaching field and grade level listed below cannot be issued a CCTF in that **same teaching field and grade level**. The Interim Employment Certificate (IEC) Approach must be used.
- 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. Although several courses appear in the Courses Application as proper certification, for purposes of the CCTF, the **only courses** an individual can be assigned to are those in the specific teaching field and the grade level of the requested CCTF. (If found to be needed, the applicant may be assigned for no more than one period/block of the day in any course for which proper certification is listed in the *Subject and Personnel Codes* as "Any Provisional Certificate in a Teaching Field" OR "Any Certificate.") A list of these courses can be found at **Alternative Certificates** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Conditional Certificate in a Teaching Field*).

NOTE: ALSDE Courses must be used and cannot be shredded out.

NOTE: A CCTF in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses that have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request for issuance of a first CCTF in a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses which now have a course-specific permit.

- I understand failure to appropriately assign the applicant will result in the applicant's inability to complete the CCTF Approach and will result in an out-of-field penalty assessment for the employing public school system.
- An applicant who holds a valid CCTF **and** a valid Alabama Professional Educator Certificate or Professional Leadership Certificate must be assigned to teach courses in the specific teaching field and at the grade level of the requested CCTF for at least the majority of the day.
- All CCTFs, must be held within four scholastic years from the July 1 beginning date of the first CCTF. An applicant completing the CCTF Approach can be employed in a combination of no more than two public school systems while holding the CCTFs. **The CCTF is only valid for employment with the public school system to which the CCTF 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 CCTF.
 - If the providing entity is Alabama Teachers of Tomorrow, a full year of teaching experience must be done while completing Module 4.
- I understand if the applicant does not complete this approach in its entirety and is issued the Professional Educator Certificate, the applicant cannot begin any other alternative approach, for five years from the date of expiration of the last issued alternative certificate. An Interim Employment Certificate can be requested for the remaining eligible alternative certificates (3-year cap).

I am verifying a photocopy of this form, reflecting signatures, has been given to the applicant, and we have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA School Representative's Initials: _____

RECOMMENDATION

To be completed by the employing Alabama city/county superintendent.

I recommend this applicant for the **second** CCTF in the teaching field of (select **one** below):

Grades K-12		Grades 6-12		Grades 4-8
<input type="checkbox"/> English for Speakers of Other Languages <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Latin	<input type="checkbox"/> Music/Choral <input type="checkbox"/> Music/Instrumental <input type="checkbox"/> Spanish <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts	<input type="checkbox"/> Agriscience Education <input type="checkbox"/> Algebra I <input type="checkbox"/> Biology <input type="checkbox"/> Business/Marketing Education <input type="checkbox"/> Career Technologies <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science <input type="checkbox"/> English Language Arts <input type="checkbox"/> Family and Consumer Sciences Education	<input type="checkbox"/> General Science <input type="checkbox"/> General Social Science <input type="checkbox"/> Geography <input type="checkbox"/> Geometry <input type="checkbox"/> Health Education <input type="checkbox"/> History <input type="checkbox"/> Mathematics <input type="checkbox"/> Physical Education <input type="checkbox"/> Physics	<input type="checkbox"/> English Language Arts <input type="checkbox"/> General Science <input type="checkbox"/> General Social Science <input type="checkbox"/> Mathematics

Signature of Superintendent

School System

Typed or Printed Name

Date

APPLICATION PACKET CHECKLIST FOR THE FIRST CCTF

Required for issuance of the **second** CCTF, valid from July 1, 2023, to June 30, 2024. *Boxes are to be checked, as applicable.*

Application Forms

- Submission of Supplement CIT Form along with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Submission of this application **Form CC2**.

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 Alabama State Department of Education [Educator Certification Online Payment System](#), with a major credit card, (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 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).
 - 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 questions about our criminal history background 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.

Classroom Schedule

- Submission of the applicant's schedule** from PowerSchool verifying the applicant is properly certified each period/block of the day. The only courses the applicant can teach are those in the specific teaching field and at the grade level of the requested CCTF based on the **current** ALSDE Courses Application within the AIM Portal (See **LEA AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)

NOTE: The PowerSchool schedule submitted must display the Teacher Schedule and is printed from the district office view for the entire academic year.

NOTE: ALSDE Courses must be used and cannot be shredded out.

The PowerSchool classroom schedule must be signed off by the LEA representative verifying:

- The applicant is properly certified for each period/block of the day,
- The ALSDE courses are used and not shredded out, **and**
- The teacher schedule is printed from the district office view for the entire academic year.

Teacher Mentor

- A mentor, assigned to the applicant who holds a valid Alabama Professional Educator Certificate in the teaching field of the applicant or in a related field and has had at least three full years of full-time professional educational work experience.

Career and Technical Teaching Fields

- For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education:**

Submission of applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate ALSDE Career and Technical Education Teacher Certification Program CTE 101 prior to October 1 of the scholastic year for which the second CCTF is to be issued. CTE 101 is not required if the applicant holds a valid Professional Educator Certificate in a career and technical teaching field, a valid Specialty Area Career and Technical Certificate, or a valid Degree Equivalent Career and Technical Certificate.

Teaching Experience

- Submission of Supplement EXP** verifying the applicant's full year of full-time teaching experience while holding the first CCTF during the **2022-2023** scholastic year, with the full-time assignment having been teaching courses in the specific teaching field and at the grade level for which the first CCTF 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 CCTF *only* if the first CCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems while holding a CCTF.

REQUIREMENTS FOR THE THIRD CCTF

If the first CCTF was held during the **2022-2023** scholastic year and the second CCTF was held during the **2023-2024 or 2024-2025** scholastic year, the requirements for issuance of the **third** CCTF valid for the **2024-2025 or 2025-2026** scholastic year are:

1. **Submission of the Application** for the Third Conditional Certificate in a Teaching Field by the employing county/city superintendent.
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 second CCTF during the **2023-2024 or 2024-2025** scholastic year, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the second CCTF 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 second CCTF *only* if the second CCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems while holding a CCTF.
4. Proper assignment of the applicant for each period/block of the day only for courses in the specific teaching field and at the grade level of the requested CCTF based on the **current** ALSDE Courses Application within the AIM Portal. (See **LEA AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about this assignment.)
5. A mentor, assigned to the applicant who holds a valid Alabama Professional Educator Certificate in the teaching field of the applicant or in a related field and has had at least three full years of full-time professional educational work experience.

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

1. Submission of the Application for the Professional Educator Certificate following the Conditional Certificate in a Teaching Field Approach (Form PFC). **This application must be submitted in conjunction with Alabama Teachers of Tomorrow and must be received in the Educator Certification Section by, or postmarked no later than October 1 of the calendar year during which the third CCTF expires. Contact Alabama Teachers of Tomorrow to be recommended for the Professional Educator Certificate (PEC).**
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 CCTFs during the **2024-2025** or **2025-2026** scholastic year, with the full-time assignment having been only teaching courses in the specific teaching field and at the grade level for which the third CCTF 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 third CCTF only if the third CCTF was proper certification for the course.)*
4. Submission of Alabama Teachers of Tomorrow **Recommendation Form** verifying the applicant's satisfactory completion of all program requirements (modules, coursework, etc.) and recommending issuance of the Professional Educator Certificate in the same teaching field and grade level of the CCTF.
5. Submission of Alabama Teachers of Tomorrow **Official Transcript** verifying the applicant's satisfactory completion of all program requirements (modules, coursework, etc.).

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

As an applicant through the CCTF Approach to certification, I understand:

1. The Educator Certification Section is unable to determine eligibility for a CCTF until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
2. The submission of supporting documents ONLY (e.g., official transcripts) does not constitute applying for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
3. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. Meeting requirements of the CCTF Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the teaching field of the CCTF. CCTFs for grades 4-8 lead to the Professional Educator Certificate for grades 4-8. CCTFs for grades 6-12 lead to the Professional Educator Certificate for grades 6-12. CCTFs for grades K-12 lead to the Professional Educator Certificate for grades P-12.
5. For issuance of the Professional Educator Certificate, I must verify having completed all requirements as outlined in the application within four scholastic years from the July 1 beginning date of the first CCTF with no more than two public school systems while holding a CCTF.
6. **Applicant Initials** The AECAP Praxis subject area test(s) and score required for the first CCTF will be acceptable for issuance of the professional certificate as long as the CCTF approach is completed in the allotted time frame.
7. **Applicant Initials** I shall no longer be eligible for certification under the CCTF or any alternative certificate approach **for five years** if I do not complete this approach in its entirety **and** earn the Professional Educator Certificate. An Interim Employment Certificate (IEC) can be requested for the remaining eligible alternative certificates (3-year cap).
8. **Applicant Initials** I must thoroughly read this application for requirements to obtain each subsequent Conditional Certificate in a Teaching Field and the Professional Educator Certificate through this approach, and I have received a photocopy of this form, reflecting signatures.
9. **Applicant Initials** For issuance of my Professional Educator Certificate, I understand Alabama Teachers of Tomorrow must recommend me for the Professional Educator Certificate, and the complete application packet **must be received in the Educator Certification Section by, or must be postmarked no later than, October 1** of the calendar year during which four-year window ends.
10. I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim Employment, Preliminary, Business and Industry to Educational Administrator, Higher Education Transitional, Conditional, or any alternative certificate combination thereof.
12. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ Signature of Applicant _____