



## The Third Provisional Certificate in a Teaching Field (PCTF) Approach for the 2023-2024 Scholastic Year

### FORM XTF

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 is being requested.** The application process for the PCTF **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.**

#### PERSONAL DATA

***Legal Name as it appears on government-issued identification.***

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

<b>Ethnic Origin</b> ( <i>Choose one</i> ) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	<b>Gender</b> ( <i>Choose one</i> ) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	<b>Race</b> ( <i>Choose one or more, regardless of Ethnicity</i> ) <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
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#### 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 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, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: [supportservices@alsde.edu](mailto:supportservices@alsde.edu).

### **LEA AUTHORIZATION and RESPONSIBILITIES**

This application is to be completed for individuals seeking the PCTF and **submitted by the Alabama employing county/city superintendent or administrator of an eligible nonpublic/private school** 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 1<sup>st</sup> or postmarked no later than October 1<sup>st</sup> of the scholastic year for which the certificate is being requested.**

- My local board of education is willing to participate in the PCTF 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 PCTF 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 PCTF Approach.
- I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal ([courses.alsde.edu](https://courses.alsde.edu)) 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 PCTF, the **only courses** an individual can be assigned to are those in the specific teaching field and the grade level of the requested PCTF. (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* ⇨ *Provisional Certificate in Teaching Field*).

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

**NOTE: A PCTF 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 PCTF 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 PCTF Approach. I understand failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.
- An applicant who holds a valid PCTF 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 PCTF for at least the majority of the day.
- All PCTFs, must be held within four scholastic years from the July 1 beginning date of the first PCTF. An applicant completing the PCTF Approach can be employed in a combination of no more than two public school systems while holding the PCTFs. **The PCTF is only valid for employment with the public school system or nonpublic/private school to which the PCTF 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 PCTF.
- I understand the LEA must complete the **Beginning Teacher Alternative Certification Program (Supplement BTA)** form indicating 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 that can be held, the LEA and individual should be aware of the individual's performance at all times.**
- I understand if the applicant does not complete this approach in its entirety and be 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 I have reviewed this document in its entirety, for all-inclusive information pertaining to this approach.**

**LEA/Nonpublic/Private School Representative's Initials:**

**RECOMMENDATION**

To be completed by the employing Alabama county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the **third** PCTF in the teaching field of (select **one** below, must be the same as the first and second):

Grades K-12		Grades 6-12		Grades 4-8
<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Dance <input type="checkbox"/> English for Speakers of Other Languages <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> Japanese	<input type="checkbox"/> Korean <input type="checkbox"/> Latin <input type="checkbox"/> Music/Choral <input type="checkbox"/> Music/Instrumental <input type="checkbox"/> Russian <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/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Date

**APPLICATION PACKET CHECKLIST FOR THE THIRD PCTF**

Required for issuance of the **third** PCTF, valid **July 1, 2023, to June 30, 2024**, if the second PCTF was held during the **2021-2022** or **2022-2023**. *Boxes are to be checked, as applicable.*

**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 XTF**.

**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**

- ☐
- 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](mailto: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 (for public schools) or classroom schedule on school letterhead (for nonpublic/private schools only) 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 PCTF based on the **current** ALSDE Courses Application within the AIM Portal (see **LEA/NONPUBLIC/PRIVATE SCHOOL 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/Nonpublic/Private School 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.

### Official Transcripts

- ☐ Submission of official transcript(s) of the applicant verifying credit earned, for the remaining two of the four required courses, **prior to October 1** of the scholastic year for which the third PCTF is to be issued and with a grade of "C" or above, as specified in the **COURSEWORK REQUIREMENTS** section of this form and through one of the following options:
- ☐ The applicant does not hold a valid Alabama Professional Educator Certificate in a teaching field and has completed the remaining two of the four areas of coursework.
- 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](mailto:certtranscripts@alsde.edu).
  - **Transcripts submitted from an individual or a personal/business email account will not be accepted.**

### Teaching Experience

- ☐ Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the second PCTF during the **2021-2022 or 2022-2023** scholastic year, with the **full-time assignment** having been teaching courses in the teaching field and at the grade level for which the first and second PCTFs were 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.) 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.

### AECAP Pedagogy Assessment(s)

edTPA Handbook **or** Praxis Principles of Learning and Teaching (PLT) **AS APPLICABLE**

**AECAP Pedagogy Assessment.** Assessments are not required for the issuance of the second PCTF but are required for the issuance of the Professional Educator Certificate. See the **REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE** section for additional testing information.

## REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in a Teaching Field Approach. **The applicant must submit this application which must be received in the Educator Certification Section by or postmarked no later than October 1 of the calendar year during which the third PCTF expires.**
2. Submission of the *nonrefundable* application fee.
3. 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.**
4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the third PCTF 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 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 third PCTF only if the third PCTF was proper certification for the course.)*
5. Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Pedagogy Assessment on a test administration date **prior to October 1 of the calendar, during which the four-year window ends**. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the Pedagogy Assessment requirement.
  - If **all** three scholastic years are completed on the PCTF approach, the applicant may pass either the edTPA Handbook for the teaching field and grade level for which the PCTFs were issued **OR** the Praxis Principles of Learning and Teaching (PLT) test.
  - If **less than** three scholastic years (at least one full scholastic year is required) are completed on the PCTF approach, the applicant **must** pass the edTPA Handbook for the teaching field and grade level for which the PCTFs were issued.

### edTPA Information

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.

### PLT Information

Information about the PLT may be found at <https://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.



## COURSEWORK REQUIREMENTS

1. If the applicant **does not hold** a valid Alabama Professional Educator Certificate in a teaching field, no more than 12 semester hours of applicable coursework with grades of "C" or above, must be earned. Coursework shall include the following:
  - a. classroom management;
  - b. the evaluation of teaching and learning;
  - c. strategies for teaching special needs students in inclusive settings;
  - d. methods of teaching in the teaching field and at the grade level for which certification is sought.
2. If the applicant **holds** a valid Alabama Professional Educator Certificate in a teaching field, the methods of teaching in the teaching field and at the grade level for which certification is sought is the only course required **for issuance of the third PCTF**. No additional coursework is required for the issuance of the third.
3. If completing only one year of experience while holding the PCTF, credit must be earned **prior to October 1**, during which the four-year window ends.
4. Credit must be earned **prior to October 1** of the scholastic year for which the second and/or third PCTF is to be issued.
5. All courses must be earned at Alabama colleges or universities with State-approved educator preparation programs. The required courses may have been taken at more than one Alabama college or university.

**NOTE:** Courses at Alabama colleges or universities that are currently approved to meet these requirements may be viewed on listings at <https://www.alabamaachieves.org> (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Preparation* ⇨ *PCTF/PCCT Approved Provisional Courses*). Only courses from **this approved listing will be accepted**.

**NOTE:** Coursework used for the issuance of a Class B Professional Educator Certificate through the PCTF Approach cannot later be applied to meet coursework requirements of an Alabama Class A (master's degree level) or Class AA (sixth-year level) State-approved educator preparation program in any area.

### Important Information Regarding the Methods of Teaching Course

A methods course may not be available during summer terms.

For the teaching fields of **business/marketing education and family and consumer sciences education**, **it is recommended** credit for the methods course be earned at an Alabama college or university with a State-approved educator preparation program in **business/marketing education or family and consumer sciences education** for grades 6-12, respectively.

For the teaching field of **computer science**, the methods course must be either Methods of Teaching **Mathematics** for grades 6-12 or Methods of Teaching **General Science or Biology or Chemistry** for grades 6-12. The course must be earned at an Alabama college or university with a State-approved educator preparation program in mathematics, general science, biology, or chemistry for grades 6-12, respectively.

**NOTE: When an Alabama institution has been approved to offer a State-approved educator preparation program in computer science, the methods requirements will be transitioned to Methods of Teaching Computer Science.**

For the teaching fields of **agriscience education and career technologies**, the methods course must be earned at an Alabama college or university with a State-approved educator preparation program in a career and technical education teaching field.

## IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

**Note:** Beginning with the 2022-2023 scholastic year, the Provisional Certificate in a Teaching Field (PCTF) approach allows an individual to obtain a Professional Educator Certificate within one scholastic year. To consider this option, requirements may be viewed on the **Professional Following the Alternative Application** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Provisional Certificate in Teaching Field*).

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

1. The Educator Certification Section is unable to determine eligibility for a PCTF 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 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.**
3. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. Meeting the requirements of the PCTF Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the teaching field of the PCTF. PCTFs for grades 4-8 lead to the Professional Educator Certificate for grades 4-8. PCTFs for grades 6-12 lead to the Professional Educator Certificate for grades 6-12. PCTFs 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 PCTF with no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
6. **Applicant Initials** \_\_\_\_\_ I must attain a passing score on the appropriate AECAP Pedagogy Assessment (edTPA/PLT) as outlined in the Requirements for the Professional Educator Certificate.
7. **Applicant Initials** \_\_\_\_\_ I must receive successful performance indicators on the **Beginning Teacher Alternative Certification Program (Supplement BTA)** form.
8. **Applicant Initials** \_\_\_\_\_ I shall no longer be eligible for certification under the PCTF 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 can be requested for the remaining eligible alternative certificates (3-year maximum).
9. **Applicant Initials** \_\_\_\_\_ I must thoroughly read this application for requirements to obtain the subsequent Provisional Certificates in a Teaching Field and the Professional Educator Certificate through this approach and I have received a photocopy of this form, reflecting signatures.
10. **Applicant Initials** \_\_\_\_\_ For issuance of my Professional Educator Certificate I must submit the Application for the Professional Educator Certificate Following the PCTF Approach and it **must be received in the Educator Certification Section by, or must be postmarked no later than, October 1** during which the four-year window ends.
11. 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 it is my responsibility to keep all personal data on file in the Educator Certification Section current.
13. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date

Signature of Applicant