



## Work-Based Learning Coordinator Certificate Approach 2023-2024

### FORM WBL

This application process is for the Work Based Learning Coordinator Certificate Approach.

PERSONAL DATA					
<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
Cell Telephone		Home Telephone		Work Telephone	
Social Security Number	ALSDE ID		Date of Birth (mm-dd-yyyy)		
Email Address					
FOR STATISTICAL PURPOSES ONLY					
<b>Ethnic Origin</b> (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender</b> (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race</b> (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	
<b>PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION</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>other than the Alabama State Department of Education</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>other than the Alabama State Department of Education</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?					
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](mailto:supportservices@alsde.edu).

**GENERAL INFORMATION**

1. Individuals who hold a **valid** Alabama Professional Educator Certificate in a career and technical education teaching field, or at least a **valid** Alabama Bachelor's Equivalent 2 Career and Technical Certificate, or a **valid** Alabama Professional Leadership Certificate, must verify credit earned for an approved work-based learning coordinator preparation course at an Alabama or non-Alabama regionally accredited senior institution.  
**Note: Effective August 22, 2023, the requirement for the WBL course to be completed within five years prior to application, is no longer applicable. This change is not retroactive.**
2. Individuals who do not hold a **valid** Alabama Professional Educator Certificate in a career and technical education teaching field or at least a **valid** Alabama Bachelor's Equivalent 2 Career and Technical Certificate but do hold a **valid** Alabama Professional Leadership Certificate must verify either two full scholastic years of full-time classroom teaching in a career and technical education teaching field, in grades 6-12, or two years (18 months) of full-time experience serving as a Career and Technical Education Administrator. **Experience requirements must be met prior to application submission.**
3. This approach is not available to an individual who holds only a Provisional Certificate, Interim Employment Certificate, Business, and Industry to Educational Administrator Certificate, Conditional Certificate in a Teaching Field, Higher Education Transitional Certificate, Career and Technical Temporary Certificate, Speech-Language Pathology (Assistant, Temporary, and/or Professional Educator) Certificate, Dyslexia Therapist Endorsement, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Early Childhood Development Certificate, Emergency Certificate, Substitute License, or Adjunct Instructor Permit.
4. The following are career and technical education teaching fields: agriscience education, business administration, business education, business/marketing education, marketing education, career technologies, computer science, family and consumer sciences education, health science, technical education, and technical education in a specific program area (e.g., technical education: cosmetology). If the individual's Professional Educator Certificate is not in one of these teaching fields, this approach is not an option.
5. The certificate issued through this approach will be a Class B (bachelor's degree level) Secondary Professional Educator Certificate if the individual holds a valid Class B or higher Professional Educator Certificate in a career and technical education teaching field or a Class A or higher Professional Leadership Certificate.
6. The certificate issued through this approach will be a Bachelor's Equivalent 2 Career and Technical certificate if the individual holds a valid Bachelor's Equivalent 2 or higher Career and Technical certificate.
7. **The coursework requirement must be met prior to application submission.** If this requirement is not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet the requirements in effect on the date the application is received in the Educator Certification Section.

**APPLICATION REQUIREMENTS and CHECKLIST****APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

An application packet for Alabama certification must include the items listed below:

**Application Forms**

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

**Nonrefundable Application Fee**

- ☐ A \$38.00 **nonrefundable** application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 nonrefundable fee for issuance. **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](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.

**Prerequisite Certificate**

- ☐ Prerequisite Certificate.
  - ☐ A **valid** Alabama Professional Educator Certificate in a career and technical education teaching field, or
  - ☐ At least a **valid** Bachelor's Equivalent 2 Career and Technical Certificate, or
  - ☐ A **valid** Alabama Professional Leadership Certificate.

### Official Transcript

- ☐ Official transcript verifying credit earned, with a grade of “C” or above, for an approved work-based learning coordinator preparation course (e.g., Functions of the Coordinator, Principles of Coordination, or equivalent) at an Alabama or non-Alabama regionally accredited senior institution.

- ☐ I earned credit for the following approved work-based learning coordinator preparation course:

Name of Institution Where Credit Earned	Term Credit Earned (e.g., Spring 2018)	Course Prefix and Number	Course Title	Hours Earned

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 the 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.**

### Experience Verification

- ☐ Submission of Supplement EXP (ONLY required if the individual does not hold a valid Alabama Professional Educator Certificate in a career and technical education teaching field or at least a valid Alabama Bachelor's Equivalent 2 Career and Technical Certificate but does hold a valid Alabama Professional Leadership Certificate).

Supplement EXP, submitted by the school system(s)/non-public school(s), where the applicant was employed, verifying two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience in a career and technical education teaching field in Grades 6-12 or two years (18 months) of full-time experience serving as a Career and Technical Education Administrator.

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

I have forwarded Supplement EXP to \_\_\_\_\_ for completion.  
 (Name(s) of Employing School System(s)/Nonpublic/Private School(s))

**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. Incomplete forms will delay the review of the file.

I understand that 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 viewed at [www.alabamaachieves.org/](http://www.alabamaachieves.org/) (click Teachers & Administrators ➤ Teacher Center ➤ Teacher Certification ➤ CAREER/TECHNICAL CERTIFICATES – [Work Based Learning](#)).

I understand that I must **thoroughly read** all requirements of this approach (Form WBL 08/2023).

I understand that 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 WBL
- ☐ Money order, cashier's check, or receipt verifying online payment of \$38.00 application fee
- ☐ Required supporting documentation

**All documentation 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