



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.alabamaachievers.org/

The Degree Equivalent Career and Technical Certificate (**Technical Education**) to Professional Educator Certificate Approach **2023-2024** Scholastic Year

FORM CTP

This application process is for the Degree Equivalent Career and Technical Certificate to a Professional Educator Certificate.

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
Cell Telephone		Home Telephone		Work Telephone	
Social Security Number	ALSDE ID		Date of Birth (mm-dd-yyyy)		
Email Address					
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

All requirements for the Degree Equivalent Career and Technical Certificate (Technical Education) to a Professional Educator Certificate Approach must be met **prior to** the date this application is received in the Educator Certification Section.

The certificate issued through this approach will be a Class B (bachelor's degree level) Secondary Professional Educator Certificate.

TECHNICAL EDUCATION PREREQUISITE CERTIFICATES

(Must be in the same technical education program area for which the Professional Educator Certificate is sought.)

Technical Education

Master's Equivalent Technical Education 4

Sixth-Year Equivalent Technical Education 5

Specialty Area 4

Specialty Area 5

SUMMARY OF EDUCATION, COURSEWORK, AND TEACHING EXPERIENCE

Education	Coursework	Work Experience
Technical Education Bachelor's degree or higher Must be in the technical education program area, or an area related to the technical education program area, for which the certificate is sought and earned prior to the date the application is received in the Educator Certification Section.	Strategies for Teaching Special Needs Students in Inclusive Settings Verification on an official transcript, with a grade of "C" or above, from an Alabama college or university with State-approved educator preparation programs. The credit must have been earned within the five years prior to the date the application is received in the Educator Certification Section.	2 full scholastic years of full-time classroom teaching experience in grades 6-12 in the technical education program area for which the Class B Secondary Professional Educator Certificate is sought

OCCUPATIONAL PROFICIENCY INFORMATION

- Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in the **technical education program area(s)** for which the certificate is sought may be obtained at www.alabamaachievers.org/ (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Career and Technical Certificates ⇨ Career and Technical Certificate – Career and Technical Education to Professional Educator Certificate). **NOTE: The Occupational Proficiency Assessments are reviewed and updated annually. The Occupational Proficiency expires June 30th of each scholastic year.**
- Occupational proficiency assessments are approved by the ALSDE at the **ENTRY LEVEL** and the **MASTER LEVEL**. The **MASTER LEVEL** assessments meet the requirements for the Degree Equivalent Career and Technical Certificate to a Professional Educator Certificate Approach.
- It is the applicant's responsibility to know the occupational proficiency assessment(s) for his/her program area(s), which must be met prior to applying through the Degree Equivalent Career and Technical Certificate to a Professional Educator Certificate Approach.

APPLICATION CHECKLIST

Required for issuance of the Degree Equivalent Certificate to the Professional Educator Certificate.

Boxes are to be check, as applicable.

Application Forms

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

Nonrefundable Application Fee

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 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 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.alabamaachieves.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.

Prerequisite Certificate

- ☐ A photocopy of the applicant's valid Alabama prerequisite Career and Technical Certificate in the same technical education program area for which the Class B Secondary Professional Educator Certificate is sought. Acceptable prerequisite Career and Technical Certificates in the technical education program area are:
- ☐ Master's Equivalent Technical Education 4
 - ☐ Sixth-Year Equivalent Technical Education 5
 - ☐ Specialty Area 4
 - ☐ Specialty Area 5

Occupational Proficiency

- ☐ A photocopy of the applicant's currently valid passing score on the **MASTER LEVEL** ALSDE- approved occupational proficiency assessment (test score, license, or credential) in the technical education program area for which the certificate is sought. The occupational proficiency assessment must be the assessment in effect on the date this application is received in the Educator Certification Section and must be met **prior to application submission**.

- ☐ **For each program area** sought, indicate the appropriate ALSDE-approved occupational proficiency assessment being submitted.

Program Area (e.g., drafting design, plumbing)	Grade Level (6-12)	Name of ALSDE-approved Occupational Proficiency Assessment(s)	Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed
	6-12		
	6-12		

Occupational proficiency assessments are subject to change.

Experience Requirement

- ☐ Submission of Supplement EXP, submitted by the school system(s)/non-public school(s) where the applicant was employed, verifying the applicant's two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience within grades 6-12 in the technical education program area for which the Class B Secondary Professional Educator Certificate is sought.
- 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.

Testing Requirement

- ☐ Electronic submission by the testing company of the applicant's successful completion of the requirements of the Alabama Educator Certification Assessment Program (AECAP) prescribed **Praxis Principles of Learning and Teaching (PLT)** test on a test date **prior to** the date the application is received in the Educator Certification Section. Information about the PLT may be found at www.ets.org/praxis/al (click *Other Certification Approaches* ⇨ *Career and Technical Certificate to Professional Educator Certificate*). An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the PLT requirement.

Coursework Requirement

- ☐ Official transcript of the applicant verifying credit earned, prior to the date the application was received in the Educator Certification Section, for coursework in Strategies for Teaching Special Needs Students in Inclusive Settings, with a grade of "C" or above, at an Alabama college or university with State-approved educator preparation programs. The credit must have been **earned within the five years prior to the date the application is received in the Educator Certification Section.**

Degree Requirement

- ☐ Official transcript(s) of the applicant verifying a bachelor's or higher degree in the technical education program area, or in an area related to the technical education program area, or which the Class B Secondary Professional Educator Certificate is sought from a senior institution that was regionally accredited at the time the degree was earned. The bachelor's degree must reflect a **minimum overall grade point average (GPA) of at least 2.50 on a 4.0 scale, or the master's or higher degree must reflect an overall GPA of at least 3.0 on a 4.0 scale.** An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement.

- The overall GPA must be the GPA that was used as the basis for granting the degree and must be posted on the official transcript of the degree-granting institution.
- The degree must have been earned **prior to** the date the application is received in the Educator Certification Section.
- The Office of Career and Technical Education of the ALSDE must approve a degree in an area related to the technical education program area for which the Class B Secondary Professional Educator Certificate is sought.

All credits must be verified on official transcript(s) and submitted to the Educator Certification Section in a sealed envelope from the institution. 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 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.

Transcripts submitted from an individual or a personal/business email account will not be accepted.

AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS

☐ Issuance of the Class B Secondary Professional Educator Certificate for grades 6-12 in the following **technical education program area(s)** (check appropriate boxes below) is requested:

Grades 6-12

<input type="checkbox"/>	Technical Education: Additive Manufacturing*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Electrical and Instrumentation ^{##}
<input type="checkbox"/>	Technical Education: Advertising Design*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Mechanical ^{##}
<input type="checkbox"/>	Technical Education: Animation*	<input type="checkbox"/>	Technical Education: JAG Specialist* (NEW)
<input type="checkbox"/>	Technical Education: Automotive Service*	<input type="checkbox"/>	Technical Education: Information Technology Support and Services*
<input type="checkbox"/>	Technical Education: Aviation Technology*	<input type="checkbox"/>	Technical Education: Law Enforcement*
<input type="checkbox"/>	Technical Education: Business, Finance, and Administration	<input type="checkbox"/>	Technical Education: Legal Services*
<input type="checkbox"/>	Technical Education: Collision Repair*	<input type="checkbox"/>	Technical Education: Logistics* (NEW)
<input type="checkbox"/>	Technical Education: Commercial Photography*	<input type="checkbox"/>	Technical Education: Masonry ^{##}
<input type="checkbox"/>	Technical Education: Computer Electronics* (Retiring 06/30/2024) (Replaced with Technical Education: Information Technology Support and Services)	<input type="checkbox"/>	Technical Education: Modern Manufacturing*
<input type="checkbox"/>	Technical Education: Computer Science*	<input type="checkbox"/>	Technical Education: Plumbing ^{##}
<input type="checkbox"/>	Technical Education: Computer Science – PLTW*	<input type="checkbox"/>	Technical Education: Power Equipment*
<input type="checkbox"/>	Technical Education: Construction Technology ^{##} (Previously named Building Construction, Cabinetmaking, and Carpentry)	<input type="checkbox"/>	Technical Education: Precision Machining*
<input type="checkbox"/>	Technical Education: Correctional Service*	<input type="checkbox"/>	Technical Education: Real Estate* (NEW)
<input type="checkbox"/>	Technical Education: Cosmetology* (Retiring 06/30/2024) (Replaced with Technical Education: Cosmetology and Barbering)	<input type="checkbox"/>	Technical Education: Robotics & Automated Manufacturing*
<input type="checkbox"/>	Technical Education: Culinary Arts*	<input type="checkbox"/>	Technical Education: SREB: AC Automated Materials Joining Technology* (NEW)
<input type="checkbox"/>	Technical Education: Cybersecurity and Infrastructure*	<input type="checkbox"/>	Technical Education: SREB: AC Energy and Power ^{##} * (NEW)
<input type="checkbox"/>	Technical Education: Diesel Technology*	<input type="checkbox"/>	Technical Education: SREB: AC Global Logistics and Supply Chain Management*
<input type="checkbox"/>	Technical Education: Early Childhood Education* (NEW)	<input type="checkbox"/>	Technical Education: SREB: AC Clean Energy ^{##} * (NEW)
<input type="checkbox"/>	Technical Education: Educators in Training* (NEW)	<input type="checkbox"/>	Technical Education: SREB: AC Informatics*
<input type="checkbox"/>	Technical Education: Electrical Technology ^{##}	<input type="checkbox"/>	Technical Education: SREB: AC Integrated Production Technologies*
<input type="checkbox"/>	Technical Education: Electronics Technology*	<input type="checkbox"/>	Technical Education: SREB: Innovations in Science and Technology*
<input type="checkbox"/>	Technical Education: Emergency and Fire Management Services*	<input type="checkbox"/>	Technical Education: Technical Design
<input type="checkbox"/>	Technical Education: Engineering*	<input type="checkbox"/>	Technical Education: Television Production*
<input type="checkbox"/>	Technical Education: Flight Technology* (NEW)	<input type="checkbox"/>	Technical Education: Utility Line Worker* (NEW)
<input type="checkbox"/>	Technical Education: Graphic Arts*	<input type="checkbox"/>	Technical Education: Welding*
<input type="checkbox"/>	Technical Education: Heating, Ventilation, Air Conditioning (HVAC) ^{##}	<input type="checkbox"/>	Technical Education: Working in Multicultural Environments: Korean*
<input type="checkbox"/>	Technical Education: Heavy Equipment Operations ^{##}		

APPLICATION SUBMISSION and ATTESTATION

- 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.
- I understand 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.
- **I understand I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section and APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
- I understand I must **thoroughly read** all requirements of this approach (Form CTP 08/2023).
- I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.
- I understand 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 CTP
- ☐ 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:

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