



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/

This section must be completed by the employing Alabama school system or nonpublic/private school.
 School System Code: _____

Application for the Career and Technical Education Temporary—First Issuance

FORM ICT

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

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		
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

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.

GENERAL INFORMATION

The Career and Technical Education Temporary Certificate-First Issuance:

1. May be issued in no more than **two** technical education program areas or health science; both must be requested at the time of application submission and **cannot** be changed after the certificate has been issued.
2. Is valid from July 1 to June 30 for **two consecutive** scholastic years.
3. Will **not** be issued for an individual who has held the Emergency Certificate for four years.
4. Will **not** be issued to an individual who holds a valid Alabama certificate.
5. Is **not** an alternative certificate.
6. **Cannot** be renewed or reissued. A Career and Technical Education Temporary Certificate-Second Issuance, valid for two consecutive scholastic years, may be requested.

RECOMMENDATION

To be completed by the employing county/city superintendent.

I recommend this applicant for the Career and Technical Education Temporary Certificate-First Issuance in health science or in the technical education program area(s) of (select no more than **two** below):

Note: Career and Technical Education Temporary Certificate-Second Issuance area(s) are not required to be the same area(s) on the Career and Technical Education Temporary Certificate-First Issuance

Grades 6-12 (select no more than two below):

Health Science

Technical Education Programs

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

AUTHORIZATION and RESPONSIBILITIES

- I certify this request is being made because:
 - An individual holding a valid Alabama certificate in the appropriate technical education program area or health science is not available for employment **OR**
 - I have established a partnership with a business or governmental agency, and an employee of that business or governmental agency will teach in my school system.
- I have checked the **current** Alabama State Department of Education (ALSDE) Departmental Portal to ensure the applicant is properly certified for each period/block of the day. I understand the applicant's assignments must be in the area for which the Career and Technical Education Temporary Certificate-First Issuance I am requesting is proper certification.
- It is strongly encouraged while the Career and Technical Temporary Certificate-First Issuance is held, the LEA works with the individual to begin the Degree Equivalent Certificate Approach.
- I understand failure to assign the applicant properly will result in an out-of-field penalty assessment for the employing public school system.
- **I understand under Ala. Code §16-23-3(e) (1975), "time served as a teacher pursuant to an emergency certificate shall not be counted in determining continuing service status pursuant to Section 16-24-2."**

AUTHORIZATION and RESPONSIBILITIES

- I certify this request is being made because a certified teacher is not available for employment.
- I have checked the **current** Alabama State Department of Education (ALSDE) Departmental Portal to ensure the applicant is properly certified for each period/block of the day. I understand the applicant's assignments must be in the area for which the Emergency Certificate-First Issuance I am requesting is proper certification.
- If the individual is skipping a year while on the Provisional Certificate or Interim Employment Certificate Approach, I understand the Certificate will be issued from July 1 to June 30 for **one** scholastic year. The option for one scholastic year will **only** be issued in these cases.
- It is strongly encouraged while the Career and Technical Temporary-First Issuance is held; the LEA works with the individual to begin a path that leads to a renewable Degree Equivalent Career and Technical Certificate.
- I understand failure to assign the applicant properly will result in an out-of-field penalty assessment for the employing public school system.
- **I understand under Ala. Code §16-23-3(e) (1975), "time served as a teacher pursuant to an emergency certificate shall not be counted in determining continuing service status pursuant to Section 16-24-2."**
- **Applicant Initials** _____ indicating they understand issuance of the Career and Technical Temporary-First Issuance does not guarantee employment during both years of the certificate's validity, **and** they have received a photocopy of this form.

Signature of Superintendent

School System

Typed or Printed Name

Date

APPLICATION PACKET CHECKLIST

<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 ICT.</u>
Nonrefundable Fee	
<input type="checkbox"/>	A \$38.00 <i>nonrefundable</i> application fee. Neither personal checks nor cash will be accepted.
	<ul style="list-style-type: none"> 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, at (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.
	<ul style="list-style-type: none"> 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.
Occupational Proficiency	
<input type="checkbox"/>	For Health Science: Submission of a photocopy or screenshot of the applicant's active Alabama license in a registered nursing, paramedical, or approved allied health specialty.
<input type="checkbox"/>	For the Technical Education Program Area of Cosmetology: Submission of a photocopy or screenshot of the applicant's valid Alabama Cosmetology and Barbering Instructor license.

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. The submission of supporting documents ONLY (e.g., Supplement CIT) 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. Since certification requirements are subject to change, current requirements may be viewed at www.alabamachieves.org/ (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Career and Technical Certificates ⇨ Career and Technical Certificate Temporary).

I understand I must **thoroughly read** all requirements of this approach (Form ICT).

If necessary, I give my permission to the Alabama public school system to forward any credential(s) required to support this certification request.

I understand I must meet the **current** Occupational Proficiency Assessment for Health Science and Technical Education: Cosmetology as outlined in the current Occupational Proficiency document for that scholastic year. _____

Applicant's Initials

I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I understand it is my responsibility to maintain my certificate and to stay informed of current regulations for the issuance of the Career and Technical Certificate - Second Issuance or to begin an approach that leads to the renewable Degree Equivalent Certificate.

I certify all information pertaining to this application form is true and correct, and failure to submit accurate information may result in revocation or non-issuance of my certificate.

By affixing my signature to this document, I am certifying that true and correct information is being provided.

Date

Signature