



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.alabamaachieves.org/](http://www.alabamaachieves.org/)

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

**FORM CTP**

This approach is for individuals seeking a Degree Equivalent Career and Technical Certificate to a Professional Educator Certificate.

<b>PERSONAL DATA</b>					
<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					

<b>FOR STATISTICAL PURPOSES ONLY</b>		
<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

**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?

<b>RECORD OF EDUCATION</b>				
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).

**GENERAL INFORMATION**

**All requirements** for the Degree Equivalent Career and Technical Certificate (Health Science) 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.

**HEALTH SCIENCE PREREQUISITE CERTIFICATES**

*(Must be in health science.)*

**Health Science**

Master's Equivalent Health Science 3

Sixth-Year Equivalent Health Science 4

Specialty Area 4

Specialty Area 5

**SUMMARY OF EDUCATION, COURSEWORK, AND TEACHING EXPERIENCE**

Education	Coursework	Work Experience
Bachelor's degree or higher  Must be in a healthcare or related area 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. <b>The credit must have been earned within the five years prior to the date the application is received in the Educator Certification Section.</b>	2 full scholastic years of full-time classroom teaching experience in grades 6-12 in health science

**OCCUPATIONAL PROFICIENCY INFORMATION**

- Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in **health science** may be obtained at [www.alabamaachieves.org/](http://www.alabamaachieves.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 30<sup>th</sup> 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 checked, 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 <b>Form CTP</b> .  |

**Nonrefundable Application Fee**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A \$38.00 <b>nonrefundable</b> application fee. <b>Neither personal checks nor cash will be accepted.</b> |
|--------------------------|---|
- 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 [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (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

- A photocopy of the applicant's valid Alabama prerequisite Career and Technical Certificate in health science. Acceptable prerequisite Career and Technical Certificates in health science are:
- Master's Equivalent Health Science 3
  - Sixth-Year Equivalent Health Science 4
  - 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 health science. 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**.

Information about the ALSDE-approved occupational proficiency assessments (test score, license, or credential) in health science may be obtained at [www.alabamaachievers.org/](http://www.alabamaachievers.org/) (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞ CAREER/TECHNICAL CERTIFICATES – [Career and Technical Certificate to Professional Educator Certificate](#)). **Occupational proficiency assessments are subject to change.**

<input type="checkbox"/> ALSDE-approved occupational proficiency assessment is being submitted.			
Program Area	Grade Level (6-12)	Name of ALSDE-approved Occupational Proficiency Assessment(s)	Date ALSDE approved Occupational Proficiency Assessment(s) Taken and Passed
Health Science	6-12		
Health Science	6-12		

### Experience Requirement

- 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 health science.
- 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.

<b>Testing Requirement</b>	
<input type="checkbox"/>	Electronic submission by the testing company of the applicant's successful completion of the requirements of the Alabama Educator Certification Assessment Program (AECAP) prescribed <b>Praxis Principles of Learning and Teaching (PLT)</b> test on a test date <b>prior to</b> the date the application is received in the Educator Certification Section. Information about the PLT may be found at <a href="http://www.ets.org/praxis/al">www.ets.org/praxis/al</a> (click <i>Other Certification Approaches</i> ☞ <a href="#">Career and Technical Certificate to Professional Educator Certificate</a> ). An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the PLT requirement.
<b>Coursework Requirement</b>	
<input type="checkbox"/>	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 <b>earned within the five years prior to the date the application is received in the Educator Certification Section.</b>
<b>Degree Requirement</b>	
<input type="checkbox"/>	<p>Official transcript(s) of the applicant verifying a bachelor's or higher degree in a healthcare or related area from a senior institution that was regionally accredited at the time the degree was earned. The bachelor's degree must reflect <b>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.</b> An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The degree must have been earned <b>prior to</b> the date the application is received in the Educator Certification Section.</li> <li>• The Office of Career and Technical Education of the ALSDE must approve the degree in a healthcare-related area.</li> </ul> <p>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).</p> <p>Official transcripts may be submitted securely to the Educator Certification Section using one of the following options:</p> <p><b>Option 1:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mailed to the Educator Certification Section in a sealed envelope from the institution. Alabama State Department of Education <i>Educator Certification Section</i> 5215 Gordon Persons Building Post Office Box 302101 Montgomery, AL 36130-2101</li> </ul> <p><b>Option 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission by the National Student Clearinghouse. <b>Do not select the ETX option.</b></li> </ul> <p><b>Option 3:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission <b>from the institution</b> as an electronic PDF, to <a href="mailto:certranscripts@alsde.edu">certranscripts@alsde.edu</a>.</li> </ul> <p><b>Transcripts submitted from an individual or a personal/business email account will not be accepted.</b></p>

**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.
- 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 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