



The Master's Equivalent Technical Education 3 Career and Technical Certificate in a Technical Education Program Area Approach 2023-2024

FORM MT3

The application process for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate **may be completed when all requirements for the Bachelor's Equivalent 1 Career and Technical Certificate in a Technical Education Program have been met.**

| 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 |
| | | | | | |
| 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 | | | | | |
| <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 <u>other than the Alabama State Department of Education?</u> | | | | | |
| <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 <u>other than the Alabama State Department of Education?</u> | | | | | |
| <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 Ended 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

This application is to be completed by individuals seeking the Master's Equivalent Technical Education 3 Career and Technical Certificate in a technical education program area(s) and submitted directly to the Educator Certification Section.

All requirements must be met for the Master's Equivalent Technical Education 3 Career and Technical Certificate in a technical education program area(s) **prior to** the date the application for the Master's Equivalent Technical Education 3 Career and Technical Certificate in a technical education program area(s) is received in the Educator Certification Section.

CAREER AND TECHNICAL CERTIFICATES IN TECHNICAL EDUCATION PROGRAM AREAS

| Certificates | Degree Equivalency | Valid Period | Renewable |
|---|--------------------|------------------------------------|-----------|
| Bachelor's Equivalent Technical Education 1 | Bachelor's | Minimum of 2 years ^A | No |
| Bachelor's Equivalent Technical Education 2 | Bachelor's | Minimum of 5 years ^B | Yes |
| Master's Equivalent Technical Education 3 | Master's | Minimum of 5 years ^B | Yes |
| Master's Equivalent Technical Education 4 | Master's | Minimum of 5 years ^B | Yes |
| Sixth-Year Equivalent Technical Education 5 | Sixth-year | Minimum of 5 years ^B | Yes |
| Specialty Area 1 | Bachelor's | Minimum of 2 years ^{C, D} | No |
| Specialty Area 2 | Bachelor's | Minimum of 5 years ^B | Yes |
| Specialty Area 3 | Master's | Minimum of 5 years ^B | Yes |
| Specialty Area 4 | Master's | Minimum of 5 years ^B | Yes |
| Specialty Area 5 | Sixth-year | Minimum of 5 years ^B | Yes |
| Type II | Bachelor's | Minimum of 5 years ^{B, E} | Yes |
| Type III | Bachelor's | Minimum of 5 years ^{B, E} | Yes |

^A Bachelor's Equivalent Technical Education 1 Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years.

^B These Career and Technical Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years.

^C Specialty Area 1 Certificates issued beginning February 10, 2015, were valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years. Specialty Area Certificates were phased out after the 2015-2016 scholastic year.

^D Specialty Area 1 Certificates issued prior to February 10, 2015, and with a valid period beginning July 1, 2013 or July 1, 2014, were valid for two scholastic years. Specialty Area Certificates were phased out after the 2015-2016 scholastic year.

^E Type II and Type III Certificates were initially issued on the basis of requirements in effect prior to July 1, 1997.

***SUMMARY OF REQUIRED PREREQUISITE CERTIFICATES, COURSEWORK/TRAINING, and WORK EXPERIENCE**

**This Summary is for general information and is not all inclusive.*

| Options | Prerequisite Certificate (same for Options 1 & 2) | Coursework/Training | Work Experience | | | | | | | | | | | |
|--|---|---|---|----------------------------------|---|--------------------------|--|--|-------------------------------|-----------------------------------|--|--------------|---------------------------|----------------|
| Option 1 | <p>Valid Career and Technical Certificate: Type II, Type III, Specialty Area 2, or Bachelor’s Equivalent 2 in the Technical Education program area</p> <p>OR</p> <p>Meets requirements for, but never held the Bachelor’s Equivalent 2 Career and Technical Certificate in the Technical Education program area</p> <p>OR</p> <p>Held one of the following certificates and it has expired:</p> <ul style="list-style-type: none">• Specialty Area 2 Career and Technical Certificate in the Technical Education program area• Bachelor’s Equivalent Technical Education 2 Career and Technical Certificate in the Technical Education program area | <p>Four courses (2 required and 2 electives)</p> <table><tr><td>Required Courses</td></tr><tr><td>Classroom Management and CTE Lab</td></tr><tr><td>Meeting the Needs of Exceptional CTE Students</td></tr><tr><td>Electives Courses</td></tr><tr><td>Career and Technical Student Youth Organizations</td></tr><tr><td>Course Development and Evaluation in CTE</td></tr><tr><td>History and Principles of CTE</td></tr><tr><td>Industrial Health and Shop Safety</td></tr><tr><td>Learning Resources and Technology in CTE</td></tr><tr><td>Teaching CTE</td></tr><tr><td>Testing/Evaluation in CTE</td></tr></table> | Required Courses | Classroom Management and CTE Lab | Meeting the Needs of Exceptional CTE Students | Electives Courses | Career and Technical Student Youth Organizations | Course Development and Evaluation in CTE | History and Principles of CTE | Industrial Health and Shop Safety | Learning Resources and Technology in CTE | Teaching CTE | Testing/Evaluation in CTE | None specified |
| Required Courses | | | | | | | | | | | | | | |
| Classroom Management and CTE Lab | | | | | | | | | | | | | | |
| Meeting the Needs of Exceptional CTE Students | | | | | | | | | | | | | | |
| Electives Courses | | | | | | | | | | | | | | |
| Career and Technical Student Youth Organizations | | | | | | | | | | | | | | |
| Course Development and Evaluation in CTE | | | | | | | | | | | | | | |
| History and Principles of CTE | | | | | | | | | | | | | | |
| Industrial Health and Shop Safety | | | | | | | | | | | | | | |
| Learning Resources and Technology in CTE | | | | | | | | | | | | | | |
| Teaching CTE | | | | | | | | | | | | | | |
| Testing/Evaluation in CTE | | | | | | | | | | | | | | |
| Option 2 | | CTE TCP Level 2 | 12,600 clock hours or 7 years of work experience attained prior to the receipt of the application in the Educator Certification Section | | | | | | | | | | | |

OCCUPATIONAL PROFICIENCY INFORMATION

1. 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.alabamaachieves.org/ (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Career and Technical Certificates ⇨ Degree Equivalent Certificate - Technical Education).
NOTE: The Occupational Proficiency Assessments are reviewed and updated annually. The Occupational Proficiency expires on June 30th of each scholastic year.
2. Occupational proficiency assessments are approved by the Alabama State Department of Education (ALSDE) at the **ENTRY LEVEL** and the **MASTER LEVEL**.
 - a. The **ENTRY LEVEL** assessments meet requirements for the Bachelor's Equivalent Technical Education 1 and the Bachelor's Equivalent Technical Education 2 Certificates.
 - b. The **MASTER LEVEL** assessments may be used to meet requirements for any level certificate but are required for the Master's Equivalent Technical Education 3, Master's Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Certificates.
3. 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 for a subsequent Degree Equivalent Technical Education certificate.

APPLICATION PACKET CHECKLIST FOR MASTER'S EQUIVALENT 3 – TECHNICAL EDUCATION

Required for issuance of the Master's Equivalent 3 Career and Technical Certificate in Technical Education.

Boxes are to be checked, as applicable.

Application Forms

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Submission of Supplement CIT Form <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | Submission of this application Form MT3 . |

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 (ALSDE) or through the [ALSDE Educator Certification Online Payment System](https://www.alsde.edu/education/education-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

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

- ☐ A photocopy of the applicant's currently valid score(s) on the ALSDE-approved **MASTER LEVEL** occupational proficiency assessment(s) (test score(s), license(s), or credential(s)) in the technical education program area(s) for which the certificate is sought. The score(s) must have been attained **prior to** the date the application is received in the Educator Certification Section. Refer to the chart in the [AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS](#) section of this form. See the [OCCUPATIONAL PROFICIENCY INFORMATION](#) section of this form for additional information.

One of the following must be met by the applicant for issuance of the Master's Equivalent Technical Education 3 Certificate:

- ☐ The technical education program area(s) of the applicant **does not require** or **allow** an NCCER test. The applicant must verify a currently valid passing score(s) on the ALSDE-approved **MASTER LEVEL** occupational proficiency assessment;

OR

- ☐ The technical education program area(s) of the applicant **requires** an NCCER test OR an available optional ALSDE-approved **MASTER LEVEL** occupational proficiency assessment. The applicant must verify **one** of the following:
- ☐ A currently valid passing score(s)/license(s) on an available optional ALSDE-approved **MASTER LEVEL** occupational proficiency assessment; or

The cut score(s) established by NCCER, which is included on the specifications available for each of the specific industry craft assessments, for the **MASTER LEVEL** NCCER test.

- ☐ **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 | | |

REQUIRED PREREQUISITE CERTIFICATES AND TRAINING

- ☐ **Documentation of required prerequisite certificate:**
- All prerequisite Career and Technical Certificates must be valid, or all requirements must be met for eligibility to hold the valid certificate(s) prior to the date the application is received in the Educator Certification Section.
 - All prerequisite Career and Technical Certificates in Options 1, 2, and 3 must be in the technical education program area(s) for which the Master's Equivalent Technical Education 3 certificate is sought.
- Option 1:** A *valid* Type II, Type III, Specialty Area 2, **OR** Bachelor's Equivalent Technical Education 2 Career and Technical Certificate:
- ☐ Submission of a photocopy of the applicant's valid Type II or valid Type III or valid Specialty Area 2 Career and Technical Certificate; or
 - ☐ Submission of a photocopy of the applicant's valid Bachelor's Equivalent Technical Education 2 Career and Technical Certificate.
- Option 2:** If the Type II, Type III, Specialty Area 2, **OR** the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate *has expired*, the certificate must be reinstated before applying for the Master's Equivalent Technical Education 3 Career and Technical Certificate.
- Option 3:** If the Type II, Type III, Specialty Area 2, **OR** Bachelor's Equivalent Technical Education 2 Career and Technical Certificate *has not been held*, all requirements for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate must have been met by the applicant **prior to** the date the application is received in the Educator Certification Section.
- ☐ Submission of Form BT2 the *Application for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate in a Technical Education Program Area for the 2021-2022 Scholastic Year*, with the required supporting documents.

AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS

☐ **Indicate the program area(s) being 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 ^{##} | | |

*These technical education program areas require verification of currently valid occupational proficiency for issuance of the Bachelor's Equivalent Technical Education 1, Bachelor's Equivalent Technical Education 2, Master's Equivalent Technical Education 3, Master's Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Career and Technical Certificates.

^{##}For issuance of the Bachelor's Equivalent Technical Education 1 and Bachelor's Equivalent Technical Education 2 Career and Technical Certificates, one of the following is required:

- Verification of a currently valid passing score/license on an available optional (non-NCCER) ALSDE-approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment; or
- Verification of the cut score established by NCCER, which is included on the specifications available for each of the specific industry craft assessments; or
- Verification of at least the minimum cut score on the NCCER industry-specific craft assessment at the first and second level determined from the applicant's score report, which details the number of correct responses provided for each module assessed and specific to the industry craft.

REQUIREMENTS

For issuance of the Master's Equivalent Technical Education 3 Career and Technical Certificate in a Technical Education Program Area(s), verification that one of the following two options, as appropriate, was met by the applicant prior to the date the application is received in the Educator Certification Section:

Option 1: Completion of the Alabama State Department of Education (ALSDE) approved **MASTER LEVEL** occupational proficiency assessment and completion of four courses (**two** required **AND** **two** electives).

- ☐ Submission of the official transcript(s) of the applicant verifying credit was earned for **four courses** (two required **AND** two electives) from the courses specified below, with grades of "C" or above. Coursework must be earned at an Alabama institution with a State-approved program in a career and technical education teaching field. The coursework must be completed within five years (60 months) immediately prior to the receipt of the application in the Educator Certification Section.

- **Courses** (Two required and two electives):

| Required Courses |
|--|
| Classroom Management and CTE Lab |
| Meeting the Needs of Exceptional CTE Students |
| Elective Courses (select two) |
| Career and Technical Student Youth Organizations |
| Course Development and Evaluation in CTE |
| History and Principles of CTE |
| Industrial Health and Shop Safety |
| Learning Resources and Technology in CTE |
| Teaching CTE |
| Testing/Evaluation in CTE |

Option 2: Completion of the ALSDE-approved **MASTER LEVEL** occupational proficiency assessment, completion of the *Career and Technical Education Teacher Certification Program Level 2 (CTE TCP Level 2)*, **AND** verification of acceptable work experience.

- ☐ Verification the applicant attained 12,600 **clock hours (seven years)** of acceptable work experience as outlined in the **ACCEPTABLE WORK EXPERIENCE** section below.
- ☐ Submission of a photocopy of the applicant's PowerSchool Professional Development Training History Report verifying completion of the *Career and Technical Education Teacher Certification Program Level 2 (CTE TCP Level 2)* **prior to** the date the application is received in the Educator Certification Section.
- Individuals who hold a valid Class A or higher Professional Educator Certificate in a career and technical education teaching field or program area are exempt from completion of the *Career and Technical Education Teacher Certification Program Level 2 (CTE TCP Level 2)*.

ACCEPTABLE WORK EXPERIENCE

For the Master's Equivalent Technical Education 3 Career and Technical Certificate in a **technical education program** area(s) through Option 2 in the **REQUIREMENTS** section above, acceptable **part-time or full-time** work experience must have been attained by the applicant through one or more of the following and verified as indicated below and on *Supplement CTV Career and Technical Education Employment Verification* and/or *Supplement EXP*:

1. Work experience in business and industry as an **employee** in a compensated position in each technical education program area for which the certificate is sought, must be verified on *Supplement CTV Career and Technical Education Employment Verification* and with a notarized cover letter as prescribed on Supplement CTV.
2. **Self-employment** in business and industry in each technical education program area for which the certificate is sought, must be verified on *Supplement CTV Career and Technical Education Employment Verification* and with supporting documents as prescribed on Supplement CTV.
3. **Teaching experience** at the postsecondary level in each technical education program area, or in an area related to each technical education program area, for which the certificate is sought, must be verified on *Supplement EXP*. The post-secondary institution must have been regionally accredited or DEAC accredited at the time the experience was earned.
4. **(NEW) Teaching experience (P-12)** at the elementary and/or secondary level is **only acceptable** for the following technical education program areas and must be verified on Supplement EXP:

| Technical Education Program | Eligibility |
|---------------------------------------|---|
| Business, Finance, and Administration | The teaching experience must be in grades 6-12. This option is available through June 30, 2026. To use this option, all teaching experience must be earned by June 30, 2026 . |
| Early Childhood | The teaching experience must be in grades P-3. |
| Educators and Training | The teaching experience can be in grades P-12. |

WAGE EARNING EXPERIENCE IN FIRST PROGRAM AREA SOUGHT (Attach an additional sheet if needed):

| Name of Employer and Location | Job Duties/Responsibilities | Dates Attended Beginning MM/YY | Dates Attended Ended MM/YY |
|-------------------------------|-----------------------------|--------------------------------------|----------------------------------|
| | | | |
| | | | |

***P-12 TEACHING EXPERIENCE IN THE FIRST PROGRAM AREA**

***Only applicable for the following Technical Education Program Areas: Technical Education: Business, Finance, and Administration, Technical Education: Early Childhood; and Technical Education: Educators in Training** (Attach an additional sheet if needed):

| Name of School/School System and Location | Grade(s) and Subject(s) Taught | Dates Attended Beginning MM/YY | Dates Attended Ended MM/YY |
|--|-----------------------------------|--------------------------------------|----------------------------------|
| | | | |
| | | | |
| | | | |

Total wage earning and/or teaching experience in the program area sought: _____ Years _____ Months

POST-SECONDARY TEACHING EXPERIENCE IN THE FIRST PROGRAM AREA SOUGHT (Attach an additional sheet if needed):

| Name of Post-Secondary Institution and Location | Degree Level(s) and Subject(s) Taught | Dates Attended Beginning MM/YY | Dates Attended Ended MM/YY |
|---|---------------------------------------|--------------------------------|----------------------------|
| | | | |
| | | | |
| | | | |

Total wage earning and/or teaching experience in the program area sought: _____ Years _____ Months

WAGE EARNING EXPERIENCE IN SECOND PROGRAM AREA SOUGHT (Attach an additional sheet if needed):

| Name of Employer and Location | Job Duties/Responsibilities | Dates Attended Beginning MM/YY | Dates Attended Ended MM/YY |
|-------------------------------|-----------------------------|--------------------------------|----------------------------|
| | | | |
| | | | |

***P-12 TEACHING EXPERIENCE IN THE SECOND PROGRAM AREA**

***Only applicable for the following Technical Education Program Areas: Technical Education: Business, Finance, and Administration, Technical Education: Early Childhood; and Technical Education: Educators in Training** (Attach an additional sheet if needed):

| Name of School/School System and Location | Grade(s) and Subject(s) Taught | Dates Attended Beginning MM/YY | Dates Attended Ended MM/YY |
|---|--------------------------------|--------------------------------|----------------------------|
| | | | |
| | | | |
| | | | |

Total wage earning and/or teaching experience in the program area sought: _____ Years _____ Months

POST-SECONDARY TEACHING EXPERIENCE IN THE SECOND PROGRAM AREA SOUGHT (Attach an additional sheet if needed):

| Name of Post-Secondary Institution and Location | Degree Level(s) and Subject(s) Taught | Dates Attended Beginning MM/YY | Dates Attended Ended MM/YY |
|---|---------------------------------------|--------------------------------|----------------------------|
| | | | |
| | | | |
| | | | |

Total wage earning and/or teaching experience in the program area sought: _____ Years _____ Months

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.

~I understand that **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 MT3).

~I understand I must meet the **current** Occupational Proficiency Assessment for any subsequent Degree Equivalent Certificates as outlined on the current Occupational Proficiency Assessment document for that scholastic year.

Applicant's Initials _____

~I understand issuance of **each** Degree Equivalent Technical Education Career and Technical Certificate in certain technical education program areas (indicated with an * in the **AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS** section of this form) requires verification of a currently valid passing score on the appropriate ALSDE approved **ENTRY LEVEL** (for the Bachelor's Equivalent Technical Education 1 and 2 certificates) or **MASTER LEVEL** (for the Master's Equivalent Technical Education 3 and above certificates) occupational proficiency assessment (test score, license, or credential). I also understand the passing score on the appropriate ALS DE-approved occupational proficiency assessment must be attained prior to the date the application for a subsequent Degree Equivalent Career and Technical Certificate in technical education program areas indicated with an * in the **AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS** section of this form is received in the Educator Certification Section.

~I understand the Master's Equivalent Technical Education 3 Certificate in certain technical education program areas requires either the cut (passing) score established by NCCER for the specific **MASTER LEVEL** NCCER test(s) or a currently valid passing score/license on an optional ALSDE approved **MASTER LEVEL** occupational proficiency assessment. I have reviewed the chart in the **AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS** section of this form for the technical education program areas (indicated with a ##) which require this verification. For information on the current ALSDE-approved occupational proficiency assessments, contact the Educator Certification Section at (334) 694-4557 or refer to www.alabamaachieves.org/ (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Career and Technical Certificates ⇨ Degree Equivalent Certificate - Technical Education). If my technical education program area is one of the program areas indicated with a ##, prior to the date my application for the Master's Equivalent Technical Education 3 Certificate is received in the Educator Certification Section, I must have:

- Earned the cut score (that is, the passing score) established by NCCER for the specific **MASTER LEVEL** NCCER industry craft assessment for my technical education program area(s); OR
- Earned a currently valid passing score/license on an available optional ALSDE-approved **MASTER LEVEL** occupational proficiency assessment for my technical education program area(s).

~I understand requirements for the Master's Equivalent Technical Education 4 Career and Technical Certificate in a technical education program area may be found on the *Application for the Master's Equivalent Technical Education 4 Career and Technical Certificate in a Technical Education Program Area*.

~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:

1. Supplement CIT, including supporting documentation
2. Form MT3
3. Money order, cashier's check, or receipt verifying online payment of \$38.00 application fee
4. Required supporting documentation

All documents 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**