



The Master’s Equivalent Technical Education 4 Career and Technical Certificate in a Technical Education Program Area Approach 2023-2024

FORM MT4

The application process for the Master’s Equivalent Technical Education 4 Career and Technical Certificate **may be completed when all requirements for the prerequisite Career and Technical Certificate in a Technical Education Program have been met.**

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 Beginning 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 4 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 4 Career and Technical Certificate in a technical education program area(s) **prior to** the date the application for the Master's Equivalent Technical Education 4 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

^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.

***SUMMARY OF REQUIRED DEGREES/CERTIFICATES and PREREQUISITE CERTIFICATES**

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

Options	Required Degrees ^A /Certificates	Prerequisite Certificates ^B
Option 1	A valid Alabama Class B (or higher) Professional Educator Certificate in any teaching field	Valid Master's Equivalent 3 Career and Technical Certificate OR Meets requirements for, but never held the Master's Equivalent 3 Career and Technical Certificate in the Technical Education program area
Option 2	A bachelor's degree in the technical education program area or in an area related to the program area	OR Held one of the following certificates and it has expired: <ul style="list-style-type: none"> Specialty Area 3 Career and Technical Certificate in the Technical Education program area Master's Equivalent Technical Education 3 Career and Technical Certificate in the Technical Education program area

^A Must be earned from a senior institution that was regionally accredited at the time the degree was earned in the technical education program area or in an area related to the program area for which the Master's Equivalent Technical Education 4 Career and Technical Certificate is sought.

^B Required prerequisite certificate must be in the technical education program area for which the Master's Equivalent Technical Education 4 certificate is sought.

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 4 – TECHNICAL EDUCATION

Required for issuance of the Master's Equivalent 4 Career and Technical Certificate in Technical Education.

Boxes are to be checked, as applicable.

Application Forms

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <u>Submission of Supplement CIT Form with supporting documentation</u> verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | <u>Submission of Form MT4.</u> |

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](#), 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 4 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 4 certificate is sought.

Option 1: A *valid* Specialty Area 3 **OR** Master's Equivalent Technical Education 3 Career and Technical Certificate:

- Submission of a photocopy of the applicant's valid Specialty Area 3 Career and Technical Certificate or valid Master's Equivalent Technical Education 3 Career and Technical Certificate.

Option 2: If the Specialty Area 3 **OR** the Master's Equivalent Technical Education 3 Career and Technical Certificate *has expired*, the certificate must be reinstated before applying for the Master's Equivalent Technical Education 4 Career and Technical Certificate.

Option 3: If the Specialty Area 3 **OR** Master's Equivalent Technical Education 3 Career and Technical Certificate *has not been held*, all requirements for the Master's Equivalent Technical Education 3 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 MT3 the *Application for the Master's Equivalent Technical Education 3 Career and Technical Certificate in a Technical Education Program Area for the 2021-2022 Scholastic Year*, with the required supporting documents.

RECOMMENDATION and AUTHORIZATION 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 4 Career and Technical Certificate in a Technical Education Program Area, 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: At least a valid Alabama Class B Professional Educator Certificate in any teaching field is held on the date the application is received in the Educator Certification Section:

- Submission of a photocopy of the applicant's valid Class B (or higher) Professional Educator Certificate in any teaching field.

Option 2: A bachelor's degree from a senior institution that was regionally accredited at the time the degree was earned in the technical education program area or in an area related to the program area for which the Master's Equivalent Technical Education 4 Career and Technical Certificate is sought. The bachelor's degree must have been earned prior to the date the application is received in the Educator Certification Section:

- Submission of the official transcript of the applicant's bachelor's degree.

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 MT4).

~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 ALSDE-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 4 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 4 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 Sixth-Year Equivalent Technical Education 5 Career and Technical Certificate in a technical education program area may be found on the *Application for the Sixth-Year Equivalent Technical Education 5 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:

- Supplement CIT, including supporting documentation
- Form MT4
- 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:

**Alabama State Department of Education
Educator Certification Section
5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101**