



This section must be completed by the employing Alabama school system or nonpublic/private school.

School System Code: _____

Nonpublic/Private School Code: _____

Application for The First Interim Employment Certificate (IEC) 2023-2024

FORM IE1

The application process for the First Interim Employment Certificate for the **2023-2024** Scholastic Year **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and an Alabama college/university.**

PERSONAL DATA (To be completed by the applicant.)					
<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)		Gender (Choose one)		Race (Choose one or more, regardless of Ethnicity)	
<input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<input type="checkbox"/> (01) White <input type="checkbox"/> (02) Black or African American <input type="checkbox"/> (04) American Indian or Alaska Native <input type="checkbox"/> (05) Asian <input type="checkbox"/> (08) Native Hawaiian or Other Pacific Islander	
PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION					
Check "yes" or "no" for each question below. "YES" responses require an attached explanation and any additional supporting documentation (e.g. court certified copies of judgment, conviction, and sentencing).					
READ CAREFULLY					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had any adverse action (e.g. warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency other than the Alabama State Department of Education ?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency other than the Alabama State Department of Education ?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever resigned from a position rather than face disciplinary action?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you the subject of a pending investigation involving a criminal act?					
SPOUSE OF OR ACTIVE-DUTY MILITARY PERSONNEL					
(Per Alabama Act No. 2012-533). This section is to be completed for spouses of active-duty military personnel or active-duty military personnel who would like to request an expedited review of the certification application packet.					
<input type="checkbox"/> Yes <input type="checkbox"/> No I am married to and living with an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders					
OR					
<input type="checkbox"/> Yes <input type="checkbox"/> No I am an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders.					
I understand that this request to review my file on an expedited basis does not exclude me from meeting ANY Alabama teacher certification requirements, including testing.					

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 for individuals seeking a first Interim Employment Certificate (IEC) and **submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE). Individuals must be unconditionally admitted and currently enrolled in an Alabama State-approved educator preparation program or CACREP accredited School Counseling program.

RECOMMENDATION

To be completed by the employing county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the first IEC in the area of:

Grades Level(s)	Teaching Field or Instructional Support Area

LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

My local board of education is willing to participate in the IEC Approach and has authorized me to employ the individual for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand that the IEC will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the IEC Approach.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal (courses.alsde.edu) to ensure the applicant is properly certified for each period/block of the day. I understand the applicant must be employed, and if the IEC is the only valid certificate held, his/her assignments must be in the specific teaching field and grade level or in the specific instructional support area of the IEC I am requesting. (If found to be needed, the applicant may be assigned for no more than one period/block of the day to a course that is not in the specific teaching field and grade level or in the instructional support area requested *only* if the requested IEC is proper certification for the course). **NOTE: ALSDE Courses must be used and cannot be shredded out.**

The IEC in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses that now have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). **A request to issue a first IEC in an instructional support area or a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses that now have a course-specific permit.**

It is solely the responsibility of the college or university to which the individual is enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda. Issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements were not met.

Testing is not required for issuance of an IEC; however, certain tests may be required to meet admission requirements at the Alabama college or university. The college or university will provide guidance on the assessment(s) that need to be taken.

The IEC Approach allows up to three IECs to be issued, and all three IECs (*if eligible*) must be held during a four consecutive scholastic year time period.

Failure to appropriately assign the applicant may result in the applicant no longer being eligible to hold an Interim Employment Certificate.

Failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

IECs issued in **any area of special education, excluding gifted**, require I provide, and the applicant must participate in, high-quality professional development that is sustained, intensive, and classroom-focused **and** a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. Issuance of the subsequent certificate will require that I have documentation the applicant was provided and participated in both while holding the IEC. If requested by the ALSDE, I must provide this documentation to the Educator Certification Section of the ALSDE.

I am verifying that a photocopy of this form, reflecting signatures, has been given to the applicant and that I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA/Nonpublic/Private School Representative's Initials: _____

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Date

APPLICATION PACKET CHECKLIST FOR THE FIRST IEC

Required for issuance of the **first** IEC. If all requirements are met, the IEC will be **valid from the date issued through June 30th of the same scholastic year.** *Boxes are to be checked, as applicable.*

Application Forms

- Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Submission of this application Form IE1.

Nonrefundable Application Fee

- A \$38.00 **nonrefundable** application fee. **Neither personal checks nor cash will be accepted.** Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 non-refundable fee for issuance.
- 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

- Background clearance is based on a fingerprint review.
- For applicants seeking **initial certification, additional certification, or certificate renewal** to teach in Alabama, your criminal history background checks must have been completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). You can check the status of your background checks and confirm whether you meet the state's suitability requirements for teaching at <https://tcert.alsde.edu/Portal>.
 - For Applicants who **have not** been cleared by both agencies through the Educator Certification Section of the Alabama State Department of Education (ALSDE), you will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at <https://www.alabamaachieves.org/teacher-center/teacher-certification/>. If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu.
 - Applicants may verify receipt of their criminal history results at the ALSDE by visiting <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>. If your results are not located, or you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.

Proper Assignment

- Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application (courses.alsde.edu) within the AIM Portal. (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)

Teacher Mentor

- A mentor assigned to the applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience.

**Alabama Alternative Class A State-approved educator preparation programs
for Teaching Fields**

<input type="checkbox"/>	Teaching Field _____ <i>(Alternative Class A)</i> <i>(specific teaching field)</i>
<input type="checkbox"/>	English for Speakers of Other Languages <i>(Alternative Class A)</i> or
<input type="checkbox"/>	Special Education _____ <i>(Alternative Class A)</i> <i>(specific teaching field)</i>
<input type="checkbox"/>	<u>Submission of</u> Supplement SA1 verifying the applicant's unconditional admission to an Alabama Alternative Class A State-approved educator preparation program prior to the date the application for the first IEC is received in the Educator Certification Section. Submit ALL items provided by the Alabama college/university.
<input type="checkbox"/>	<u>Submission of</u> the official transcript(s) of the applicant of all degrees and credits earned.
<input type="checkbox"/>	If the IEC is to be issued in any area of special education, excluding gifted, this LEA or nonpublic/private school will provide the applicant with high-quality professional development that is sustained, intensive, and classroom-focused, <u>and</u> intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. <i>Documentation must be maintained by the LEA or nonpublic/private school.</i>

**Alabama Traditional Class A State-approved educator preparation programs
for Instructional Support Areas and Teaching Fields**

<input type="checkbox"/>	English for Speakers of Other Languages <i>(Traditional Class A)</i> or
<input type="checkbox"/>	Instructional Leadership or
<input type="checkbox"/>	Library Media or
<input type="checkbox"/>	Reading Specialist or
<input type="checkbox"/>	School Counseling <i>(Traditional Class A)</i> or
<input type="checkbox"/>	Special Education <i>(Traditional Class A or Class AA)</i>
<input type="checkbox"/>	<u>Submission of</u> Supplement SA1 verifying the applicant's unconditional admission to an Alabama Class A (or Class AA special education) State-approved educator preparation prior to the date the application for the first IEC is received in the Educator Certification Section. Submit ALL items provided by the Alabama college/university.
<input type="checkbox"/>	<u>Submission of</u> the official transcript(s) of the applicant of all degrees and credits earned.
<input type="checkbox"/>	If the IEC is to be issued in any area of special education, excluding gifted, this LEA or nonpublic/private school will provide the applicant with high-quality professional development that is sustained, intensive, classroom-focused, <u>and</u> intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. <i>Documentation must be maintained by the LEA or nonpublic/private school.</i>

Alabama Council for Accreditation of Counseling and Related Educational Programs – CACREP

<input type="checkbox"/>	School Counseling (CACREP)
<input type="checkbox"/>	<u>Submission of</u> Supplement SA1 verifying the applicant's unconditional admission to a CACREP-accredited School Counseling program at an Alabama institution prior to the date the application for the first IEC is received in the Educator Certification Section. Submit ALL items provided by the Alabama college/university.
<input type="checkbox"/>	<u>Submission of</u> the official transcript(s) of the applicant of all degrees and credits earned.

REQUIREMENTS FOR THE SECOND IEC

Second IEC: If the first IEC was held during the **2023-2024** scholastic year, the requirements for issuance of the **second** IEC, valid during the **2024-2025**, **2025-2026**, or **2026-2027** scholastic year are:

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. **Second** IEC: Submission of the official transcript of the applicant verifying credit earned for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program, which was the basis for issuance of the first IEC. The credit must have been earned **prior to the date the application for the second IEC application** is received in the Educator Certification Section.
4. Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application within the AIM Portal (courses.alsde.edu).
See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.
5. A mentor, assigned to the applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.
6. **If the IEC is to be issued in any area of special education, excluding gifted**, the LEA or nonpublic/private school *must have documentation* that the applicant participated in high-quality professional development that was sustained, intensive, and classroom-focused **and** participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the first IEC in any area of special education, excluding gifted.

REQUIREMENTS FOR THE THIRD IEC

Third IEC: If the first IEC was held during the **2023-2024** scholastic year and the second IEC was held during the **2024-2025** or **2025-2026** scholastic year, the requirements for issuance of the **third** IEC, valid during the **2025-2026** or **2026-2027** scholastic year are:

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. **Third** IEC: Submission of the official transcript of the applicant verifying credit earned for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program, which was the basis for issuance of the first IEC. The credit must have been earned **prior to the date the application for the third IEC application** is received in the Educator Certification Section.
4. Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application within the AIM Portal (courses.alsde.edu).
See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.
5. A mentor, assigned to the applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience.
6. **If the IEC is to be issued in any area of special education, excluding gifted**, the LEA or nonpublic/private school *must have documentation* that the applicant participated in high-quality professional development that was sustained, intensive, and classroom-focused **and** participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the first and second IEC in any area of special education, excluding gifted.

LIMITATIONS ON ISSUANCE TO BE COMPLETED BY THE APPLICANT

Applicant must initial A. or B. below, as applicable.

An individual who has been employed in Alabama while holding an alternative or provisional-approach certificate(s) and has not been issued a professional educator certificate by Alabama in the area for which the alternative or provisional-approach certificate(s) was/were issued may not be eligible to begin the Interim Employment Certificate Approach and may not be eligible for any other alternative or provisional-approach certificate. If an individual began an alternative or provisional certificate approach **during or prior to the 2018-2019** scholastic year (that is, five or more years ago) and did not complete the approach, the individual may begin an alternative approach again under current requirements. **This option is NOT applicable to any area of special education, including gifted, if the individual previously held three alternative or provisional approach certificates in special education.**

- A. _____ I attest I have never been employed in Alabama while holding an alternative or provisional-approach certificate.
- B. _____ I attest I have been employed in Alabama while holding an alternative or provisional-approach certificate.

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

As an applicant through the IEC Approach to certification, I understand:

1. The Educator Certification Section is unable to determine eligibility for an IEC until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
2. 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. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
3. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. I must earn credit for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the second IEC (*if eligible*) is received in the Educator Certification Section.
5. I must earn credit for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the third IEC (*if eligible*) is received in the Educator Certification Section.
6. All IECs (*up to three, if eligible*) must be held during a four consecutive scholastic year time period.
7. If my IECs are in school counseling through the CACREP-accredited School Counseling program option, **prior to completion of that program**, I must attain a passing score on the National Counseling Examination for Licensure and Certification (NCE) for issuance of my Professional Educator Certificate in school counseling through the CACREP approach (see Form KRP, *Application for Alabama Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program*).
8. I must meet either the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program requirements to receive a recommendation for the Professional Educator Certificate or Professional Leadership Certificate from an Alabama college or university.
9. I, in conjunction with the Alabama college or university, must apply for the Professional Educator Certificate or Professional Leadership Certificate upon completion of all requirements of the State-approved educator preparation program or CACREP-accredited School Counseling program.
10. **If my IEC is in any area of special education, excluding gifted, I must participate in high-quality professional development that is sustained, intensive, and classroom-focused and participate in a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding each IEC.**
11. If I have held three IECs and have not completed all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program for the Professional Educator Certificate or Professional Leadership Certificate in the area and the grade level of the three IECs, I shall no longer be eligible for employment under an IEC or any alternative certificate approach.

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT
Continued

- 12. I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim Employment, Preliminary, Business and Industry to Educational Administrator, Higher Education Transitional, Conditional, or any certificate combination thereof.
- 13. **Applicant's Initials** _____ I understand that testing is not required for issuance of an IEC; however, certain tests may be required to meet admission requirements at the Alabama college or university. The college or university will provide guidance on the assessment(s) that need to be taken.
- 14. **Applicant's Initials** _____ I understand I must meet all requirements of the Alabama Educator Certification Assessment Program in effect on the date my application for the Professional Educator Certificate or the Professional Leadership Certificate is received in the Educator Certification Section. I must consult with the Certification Officer at the Alabama college or university where I am enrolled for additional information on the testing requirements I must meet for issuance of my Professional Educator Certificate or Professional Leadership Certificate.
- 15. **Applicant's Initials** _____ I understand it is solely the responsibility of the Alabama college or university at which I am currently enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda. I also understand that the issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements were not met.
- 16. **Applicant Initials** _____ I must thoroughly read this application for requirements to obtain the subsequent Interim Employment Certificates, and I have received a photocopy of this form reflecting signatures.
- 17. I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.
- 18. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ Signature of Applicant _____