



## The National Board for Professional Teaching Standards (NBPTS) Approach Application

### FORM CLB

This application is to be completed by an individual who has earned National Board for Professional Teaching Standards.

<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
Email Address		Cell Number		Work Telephone	
Social Security Number	ALSDE ID		Date of Birth (mm-dd-yyyy)		
<b>FOR STATISTICAL PURPOSES ONLY</b>					
<b>Ethnic Origin</b> (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender</b> (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race</b> (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	
<b>PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION</b>					
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).					
<b>READ CAREFULLY</b>					
<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 <b>other than the Alabama State Department of Education</b> ?					
<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 <b>other than the Alabama State Department of Education</b> ?					
<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?					
<b>RECORD OF EDUCATION</b>					
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](mailto:supportservices@alsde.edu).

**APPLICATION REQUIREMENTS and CHECKLIST****Application Forms**

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

**Nonrefundable Application Fee**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A \$38.00 <i>nonrefundable</i> application fee. Each additional permit for which an applicant is determined to be eligible will require a \$38.00 nonrefundable fee for issuance. <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, (a transaction fee will be applied).
  - The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.

**Background Clearance**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Background clearance is based on a fingerprint review. |
|--------------------------|--|
- 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

### Official Transcripts

- Official transcripts of all degrees and credits earned must be submitted to the Educator Certification Section in a sealed envelope from the institution(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the transcript services listed below. The applicant's current full name and Social Security number or ALSDE ID must accompany the transcript(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the following transcript services:
- Official transcripts may be submitted securely to the Educator Certification Section using one of the following options:
- Option 1:**
- Mailed to the Educator Certification Section in a sealed envelope from the institution(s).  
Alabama State Department of Education  
*Educator Certification Section*  
5215 Gordon Persons Building  
Post Office Box 302101  
Montgomery, AL 36130-2101
- Option 2:**
- Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse. **Do not select the ETX option.**
- Option 3:**
- Submitted securely to the Educator Certification Section through electronic transmission **from the institution** as an electronic PDF to [certtranscripts@alsde.edu](mailto:certtranscripts@alsde.edu).
  -
- Transcripts submitted from an individual or a personal/business email account will not be accepted.**
- Official transcript verifying a bachelor's degree earned from a senior institution that was regionally accredited at the time the degree was conferred; **AND**
- Official transcript verifying at least a master's degree earned from a senior institution that was regionally accredited at the time the degree was conferred if applying for School Counselor or Library Media certification.

### NBPTS Verification

- Verification of the valid NBPTS certificate by submission of a screenshot from the National Board for Professional Teaching Standards (NBPTS) Web site <https://www.nbpts.org/>.
- The specific discipline(s) in the area(s) of Career and Technical Education, Exceptional Needs Specialist, Music and World Languages must be verified by the NBPTS.

### Experience Verification

- Supplement EXP verifying two full years of full-time professional educational work experience in a P-12 school system(s) is required at the time of application for issuance of the Library Media or School Counseling certificate. Professional educational work experience in increments of less than one semester (4.5 months) will not be calculated toward full-time experience.

**APPLICATION SUBMISSION and ATTESTATIONS**

I understand the Educator Certification Section is unable to determine eligibility for Alabama certification until all required application components have been received and reviewed. Additional information may be requested upon review of the file. The submission of supporting documents ONLY does not constitute making application for certification. Incomplete forms will delay the review of the file.

I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. Since certification requirements are subject to change, current requirements may be viewed at [www.alabamaachieves.org/](http://www.alabamaachieves.org/) (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞ OTHER APPROACHES – National Board).

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

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

I understand that it is my responsibility to maintain my certificate(s) and to stay informed of current regulations for renewal.

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

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

I have completed the following documents, and I am mailing them to the address below:

- Supplement CIT, including supporting documentation
- Form CLB.
- 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 36130-2101

Discipline	NBPTS Certificate Held*	Comparable Alabama Professional Educator Certificate	Grade Level(s)
Art	Early and Middle Childhood	Visual Arts	P-12
	Early Adolescence through Young Adulthood		
Career and Technical Education	Early Adolescence through Young Adulthood	<i>The specific teaching field must be verified by the NBPTS.</i>  <i>**Area to be determined by the State Director of Career and Technical Education</i>	
	Agriculture and Environmental Sciences	Agriscience Education	6-12
	Arts and Communication	Technical Education	6-12
	Business, Marketing and Financial Services	Business/Marketing Education	6-12
	Business, Marketing, Information Management, and Entrepreneurship		
	Community Services	**	6-12
	Decorative Arts and Design	Family and Consumer Sciences Education	6-12
	Engineering, Design, and Fabrication	**	6-12
	Family and Consumer Sciences	Family and Consumer Sciences Education	6-12
	Health Services (a valid license in a registered nursing, paramedical, or approved health specialty is also required)	Health Science	6-12
	Human Services	**	6-12
	Information Systems and Technology, Communications, and the Arts	**	6-12
	Leisure and Recreation Services	**	6-12
	Manufacturing and Engineering Technology	**	6-12
	Natural Resources	Agriscience Education	6-12
	Technology Education	**	6-12
	Transportation Systems and Services	**	6-12
English as a New Language	Early and Middle Childhood	English for Speakers of Other Languages	P-12
	Early Adolescence through Young Adulthood		
English Language Arts	Early Adolescence	English Language Arts	4-8 and 6-12
	Adolescence and Young Adulthood		
Exceptional Needs Specialist	Early Childhood through Young Adulthood	<i>The specific teaching field must be verified by the NBPTS.</i>	
	Deaf/Hard of Hearing	Hearing Impairment	P-12
	Early Childhood	Early Childhood Special Education	P-3
	Gifted and Talented	Gifted	P-12
	Mild/Moderate Disabilities	Collaborative Teacher	K-6 and 6-12
	Severe and Multiple Disabilities	Collaborative Teacher	K-6 and 6-12
	Visual Impairments	Visual Impairment	P-12
Generalist	Early Adolescence	English Language Arts Mathematics General Science General Social Science	4-8
Generalist	Early Childhood	Early Childhood	P-3
Generalist	Middle Childhood	Elementary Education English Language Arts General Science General Social Science Mathematics	K-6 and 4-8
Health Education	Early Adolescence through Young Adulthood	Health Education	6-12
Library Media	Early Childhood through Young Adulthood	Library-Media	P-12

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Literacy: Reading-Language Arts	Early and Middle Childhood	English Language Arts	4-8
Mathematics	Early Adolescence	Mathematics	4-8 and
	Adolescence and Young Adulthood		6-12
Music	Early and Middle Childhood	<i>The specific teaching field must be verified by the NBPTS.</i>	
	Early Adolescence through Young Adulthood		
	Band	Instrumental Music	P-12
	Orchestra	Instrumental Music	P-12
	Vocal	Vocal/Choral Music	P-12
Physical Education	Early and Middle Childhood	Physical Education	P-12
	Early Adolescence through Young Adulthood		
School Counseling	Early Childhood through Young Adulthood	School Counselor	P-12
Science	Early Adolescence	General Science	4-8 and
	Adolescence and Young Adulthood		6-12
Social Studies-History	Early Adolescence	General Social Science	4-8 and
	Adolescence and Young Adulthood		6-12
World Languages	Early and Middle Childhood	<i>The specific teaching field must be verified by the NBPTS.</i>	
	Early Adolescence through Young Adulthood		
	French	French	P-12
	Spanish	Spanish	P-12

***\*If your area of NBPTS certification is not listed, you may still submit your application packet for review.***

***\*\*Area to be determined by the State Director of Career and Technical Education.***