



**Application for Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program**

**FORM KRP**

This approach is for individuals who have completed at least a master’s degree level CACREP-accredited school counseling program.

<b>PERSONAL DATA</b>					
<b>Legal Name as it appears on government-issued identification.</b>					
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 (Choose one)</b> <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender (Choose one)</b> <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race (Choose one or more, regardless of Ethnicity)</b> <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 Ending MM/YY	

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: [supportservices@alsde.edu](mailto:supportservices@alsde.edu).

**APPLICATION PACKET CHECKLIST***Check the box next to each item to ensure everything needed for review has been included.***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 <b>Form KRP</b> .                                                                                                    |

**Nonrefundable Application Fee**

- |                          |                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | A \$38.00 <i>nonrefundable</i> application fee. <b>Neither personal checks nor cash will be accepted.</b> |
|--------------------------|-----------------------------------------------------------------------------------------------------------|
- The fee must be paid by cashier's check **or** money order made payable to the Alabama State Department of Education (ALSDE) or through the [ALSDE Educator Certification Online Payment System](#), with a major credit card, (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

- Submission of official transcripts of **all degrees and credits earned**. All degrees and credits must be verified on an official transcript(s) and must be submitted to the Educator Certification Section. At least a bachelor's degree earned from a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was conferred **must** be submitted.

The applicant's **current legal** name and Social Security or ALSDE ID number must accompany the transcript(s).

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.**

### Verification of Program Completion

- Supplement KR1 Verification Form

This document will verify the completion of at least a master's degree level CACREP-accredited school counseling program at a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was earned. Supplement KR1 must be completed by the dean of education or certification official and forwarded directly to the applicant in a sealed envelope that should not be opened prior to submission to the Educator Certification Section.

### Testing Requirements

- Verification of a current passing score on the Alabama-approved Praxis subject area test

Electronic submission of a passing score(s) on the Alabama-approved Praxis subject area test in effect on the date the application is received in the Educator Certification Section. See **TESTING INFORMATION** section for additional information.

- Verification of a passing score on the National Counselor Examination (NCE)

An **official, original** score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The **original** report will be forwarded to the applicant after it has been entered to the file. **A photocopy is NOT acceptable and will delay the certification process.** See **TESTING INFORMATION** section for additional information.

**TESTING INFORMATION**

1. Information on the current Alabama-prescribed Praxis subject area test required for the CACREP Approach may be obtained at <https://www.ets.org/praxis/al> (click *Other Certification Approaches: CACREP*) or by contacting staff in the Educator Assessment Section at 334-694-4594 or [edassessment2@alsde.edu](mailto:edassessment2@alsde.edu).
  - a) Educational Testing Service (ETS) will only report **Alabama-prescribed Praxis subject area test** to the ALSDE. ALSDE will only accept assessments prescribed for use in Alabama. For Alabama-prescribed assessments taken outside of Alabama, **code 7020 should be used to designate the Alabama State Department of Education (ALSDE) as a recipient of official score reports.**
  - b) **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only **official Praxis score reports, electronically submitted** with the applicant's complete social security number directly from the Educational Testing Service (ETS) to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.
  
2. Information about the National Counselor Examination for Licensure and Certification (NCE) may be obtained at <https://www.nbcc.org/exams/nce>.
  - a) An **official, original** score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The **original** report will be forwarded to the applicant after it has been entered into the file. *A photocopy is **NOT** acceptable and will delay the certification process.*
  
3. The testing requirements must be met prior to application submission. If all requirements are not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee.

**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** (e.g., Supplement KR1) 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. 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-CACREP).

I understand I must **thoroughly read** all requirements of this approach (Form KRP 07/2023).

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

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 KRP
- Supplement KR1
- 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