

Alabama State Department of Education
Educator Certification Section

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Montgomery, AL 36130-2101

Telephone: (334) 694-4557

Name _____

SSN _____ - _____ - _____

E-mail _____

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Application *Part 1 of 2*
and
Summary of Requirements

**Certificate Renewal (*Continuation*) of the Level II Speech-Language
Pathology Assistant Certificate**

To continue a certificate is to update the certificate without allowing it to lapse.

This application is to be completed for individuals seeking to continue the Level II Speech-Language Pathology Assistant Certificate and who will be employed full-time as a Speech-Language Pathology Assistant.

The application process for the continuation of the Level II Speech-Language Pathology Assistant Certificate **must be completed in conjunction with an employing Alabama county/city superintendent.**

This form must be printed and submitted along with Form SLR.

Alabama State Department of Education

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GENERAL INFORMATION

This application is to be completed for individuals seeking to continue the Level II Speech-Language Pathology Assistant Certificate (SLPAC) and who will be employed full-time as a Speech-Language Pathology Assistant. The application must be **submitted by the employing county/city superintendent** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

The Educator Certification Section is unable to determine eligibility for continuation of the Level II SLPAC until Form SLR including the personal data barcode page, this Supplement RLS, the \$30.00 nonrefundable application fee, and background clearance have been received. The submission of supporting documents ONLY (e.g., Supplement EXP) does **not** constitute making application for renewal.

Requirements to continue a certificate must be completed during the certificate's valid period and by the date of expiration reflected on the certificate. The application to continue a certificate must be received in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate's expiration or mailed to the Educator Certification Section with a postmarked date of no later than June 30 of the calendar year of the certificate's expiration date.**

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file.

RECOMMENDATION

To be completed by the employing county/city superintendent.

I recommend this applicant for the continuation of the Level II SLPAC. This applicant will be a full-time employee whose full-time assignment will be as a Speech-Language Pathology Assistant in grades P-12.

My local board of education is willing to participate in the SLPAC Approach and has authorized me to employ, as a full-time employee, the individual for whom this application packet is being submitted, subject to the renewal of his/her Level II SLPAC. I understand that the SLPAC 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 SLPAC Approach.

I have checked the *current Subject and Personnel Codes* on the Departmental Web site and the ALSDE Identity Management (AIM) Portal to ensure that the applicant is properly certified for each period/block of the day. I understand that the certificate will authorize the applicant to serve only as a Speech-Language Pathology Assistant in grades P-12 and that the SLPAC is not appropriate certification for any other assignment.

I agree to provide supervision of the applicant, during **every year of employment** as a Speech-Language Pathology Assistant with this school system, by either a speech-language pathologist who holds a valid Alabama Class A or Class AA Professional Educator Certificate in speech or language impairment/speech-language pathology or a special education coordinator/supervisor who holds a valid Alabama Professional Educator Certificate **in an area of special education**. I understand that this supervision will be monitored during ALSDE Special Education reviews and failure to comply will be reported to the ALSDE Educator Certification Section.

I understand that failure to comply with the rules of this approach will forfeit my opportunity to request issuance or renewal of other SLPACs for my school system and may result in the applicant no longer being eligible to hold a SLPAC.

I understand that failure to assign the applicant properly will result in an out-of-field penalty assessment for the employing public school system.

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 renewal of this certificate.

LEA Representative's Initials: _____

Signature of County/City Superintendent

School System

Typed or Printed Name

Mailing Address

Telephone Number

Date

City

State

ZIP Code

CERTIFICATE RENEWAL COMPONENTS (CONTINUATION)**Professional Educational Work Experience**

1. Continuation of the Level II Speech-Language Pathology Assistant Certificate requires three full years of full-time professional educational work experience as a speech-language pathology assistant in one or more Alabama public school systems while holding the valid Level II Speech-Language Pathology Assistant Certificate that is to be continued. Professional educational work experience as a Speech-Language Pathology Assistant in increments of less than one semester (4.5 months) or less than 20 hours per week will not be calculated toward the three full years of full-time experience. Each year of experience must have been appropriately supervised by either a speech-language pathologist who holds at least a valid Alabama Class A (master's degree level) Professional Educator Certificate endorsed in speech or language impairment/speech-language pathology OR a special education coordinator/supervisor who holds a valid Alabama Professional Educator Certificate in an area of special education.
2. Professional educational work experience as a Speech-Language Pathology Assistant must be verified on Supplement EXP and appropriate supervision must be verified on Supplement SLS.

Allowable Clock Hours of Professional Development

*Clock hours of professional development are not applicable to all renewal options. See the **APPLICATION PACKET CHECKLIST FOR CONTINUATION OF THE LEVEL II SLPAC** section of this document for complete information.*

The Educator Certification Section reserves the right to request additional information regarding professional development submitted for certificate renewal. In addition, the Educator Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom or area of instructional support.

1. Clock hours of allowable professional development submitted for renewal shall be:
 - a. Click *Certificate Renewal* (Speech-Language Pathology Assistant) and based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals, and evaluation of the activity.
 - b. Verified on Supplement EXP, OR Supplement PD, or on a Chalkable Professional Development (Chalkable PD) training history report for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion.
 - c. Professional development activities **must** include the specific title, date, and number of clock hours. *Example: Communicating with Parents; January 12, 2018; 1.5 clock hours.* **Activities with generic titles such as "faculty meetings," "grade-level meetings," "teacher in-service," "institute," "clinic," "data meetings," "professional development," etc., are not specific titles of professional development activities. If titles such as these are used, a detailed explanation of each activity must be included.**
2. The following activities are only accepted if verified by the employer as allowable professional development (see **Professional Educational Work Experience** above for allowable employers). For certificate continuation, no more than 10 clock hours of each of the following activities may be counted as allowable professional development:
 - a. Travel
 - b. Journals/publications
 - c. Auditing of courses
 - d. Presentations
 - e. Supervising of student interns
 - f. Book Study
3. College course credit is not equivalent to clock hours of professional development.

Allowable Credit (coursework)

Allowable credit as defined in this section is not applicable to all renewal options. See the **APPLICATION PACKET CHECKLIST FOR CONTINUATION OF THE LEVEL II SLPAC** section below for complete information.

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution.
2. Allowable credit must be graduate level courses (for which graduate credit must be earned) and a grade of “B” or above must be earned in each course.
3. Allowable credit must be earned in one of the following:
 - a. A State/state-approved P-12 educator preparation program in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - b. A State/state-approved P-12 educator preparation program in a different teaching field or area of instructional support of the certificate(s) held; **OR**
 - c. An academic content course in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

Note: For options 3.a. or 3.b., if credit is earned at a **non-Alabama** regionally accredited senior institution, Supplement RCR **must be submitted** to verify that the coursework is part of a state-approved P-12 educator preparation program.

Note: For options 3.a. or 3.b., if credit is earned at an **Alabama** regionally accredited senior institution, Supplement RCR **may be requested** if the Educator Certification Section is unable to verify that the coursework is part of a State-approved P-12 educator preparation program.

4. Allowable credit used for certificate continuation must be verified on an official transcript(s) and submitted to the Educator Certification Section in a sealed envelope from the institution. The applicant’s current full name and social security number 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:
 - Credentials Solutions’ TranscriptNetwork™, or
 - eSCRIP-SAFE, or
 - National Student Clearinghouse. (**Note:** There are two methods that National Student Clearinghouse uses to submit transcripts electronically (1) Electronic Transcript Exchange and (2) Electronic PDF. Electronic PDF transcripts will **not** be accepted by this Section.)
5. Credit that was applied toward the issuance of a certificate cannot be applied toward its renewal.
6. Clock hours of allowable professional development are not equivalent to college course credit.

APPLICATION PACKET CHECKLIST FOR CONTINUATION OF THE LEVEL II SLPAC

The application to continue a certificate **must be received** in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate’s expiration or mailed to the Educator Certification Section with a postmarked date of no later than June 30 of the calendar year of the certificate’s expiration date.**

An application packet for continuation of the Level II SLPAC must include the items listed below (as applicable).

Boxes are to be checked, as applicable.

- ☐ **Submission of** Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ **Submission of** Application Part 1 of 2 (Supplement RLS) in conjunction with the employing county/city superintendent.
- ☐ **Submission of** Application Part 2 of 2 (Form SLR) **including** the personal data barcode page.
- ☐ **Submission of** a \$30.00 ***nonrefundable*** application fee. The fee must be paid by cashier’s check or money order made payable to the Alabama State Department of Education or through the [ALSDE Educator Certification Online Payment System](#), with a major credit card, (a \$4.00 transaction fee will be applied). **Neither personal checks nor cash will be accepted.** The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment **must** accompany the application packet. Each additional certificate for which an applicant is determined to be eligible will require a \$30.00 nonrefundable fee for issuance.

- ☐ Background clearance based on a fingerprint review. Applicants for initial certification, additional certification, and certificate renewal **who have not been cleared** by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI. Instructions regarding the fingerprinting process through Gemalto Cogent may be obtained by calling (866) 989-9316 (toll free). Applicants may verify whether their ASBI and FBI criminal history background checks have been completed and whether they are suitable and fit to teach under state law at <https://tcert.alsde.edu/Portal>.

*In addition to the items above, one of the following continuation options **must be met during the certificate's valid period, and by the date of expiration reflected on the certificate:***

NOTE: The requirements for continuation of a Level II SLPAC are based on whether the applicant:

- *Does not hold* a valid Alabama Class A Professional Educator Certificate in an area of special education, *or*
- *Does hold* a valid Alabama Class A Professional Educator Certificate in an area of special education, *or*
- *Has or has not* completed all courses (except for the internship) and other Alternative Class A State-approved program requirements for a Class A Professional Educator Certificate in an area of special education,

on the date the application for continuation of the Level II SLPAC is received in the Educator Certification Section.

If the applicant **does not hold** a valid Class A Professional Educator Certificate in an area of special education **or has not completed** all courses (except for the internship) and other Alternative Class A State-approved program requirements for a Class A Professional Educator Certificate in an area of special education, the only option that may be used to continue the Level II SLPAC is:

3 full years of full-time experience as a speech-language pathology assistant **and** 12 semester hours of certain graduate credit.

- ☐ Submission of Supplement EXP verifying **3 full years** of appropriately supervised professional educational work experience as a full-time speech-language pathology assistant in one or more Alabama public school systems.
- ☐ Submission of Supplement(s) SLS verifying appropriate supervision of the applicant during each year of employment as a full-time speech-language pathology assistant.
- ☐ Submission of an official transcript(s) of the applicant verifying **12 semester hours** of graduate credit, with a grade of "B" or above in each course, from a regionally accredited senior institution. The credit must be earned from one of the following:
 - ☐ An Alabama State-approved Alternative Class A special education educator preparation program.
 - ☐ A master's degree-level speech-language pathology program that holds accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language Hearing Association (ASHA) or was in candidacy status of accreditation by the CAA of ASHA.
 - ☐ A combination of courses from the above two options.

If the applicant **holds** a valid Class A Professional Educator Certificate in an area of special education **or has completed** all courses (except for the internship) and other Alternative Class A State-approved program requirements for a Class A Professional Educator Certificate in an area of special education, **two** options may be used to continue the Level II SLPAC:

3 full years of full-time experience as a speech-language pathology assistant **and** 50 clock hours of allowable professional development.

- ☐ Submission of Supplement EXP verifying **3 full years** of appropriately supervised professional educational work experience as a full-time speech-language pathology assistant in one or more Alabama public school systems.
- ☐ Submission of Supplement(s) SLS verifying appropriate supervision of the applicant during each year of employment as a full-time speech-language pathology assistant.
- ☐ Submission of Supplement EXP, Supplement PD, Chalkable PD training history report, and/or certificates of completion verifying the applicant earned **50 clock hours** of allowable professional development (see **Allowable Clock Hours of Professional Development** on page 3).

2. 3 full years of full-time experience as a speech-language pathology assistant **and** 3 semester hours of allowable graduate credit.
- ☐ Submission of Supplement EXP verifying **3 full years** of appropriately supervised professional educational work experience as a full-time speech-language pathology assistant in one or more Alabama public school systems.
 - ☐ Submission of Supplement(s) SLS verifying appropriate supervision of the applicant during each year of employment as a full-time speech-language pathology assistant.
 - ☐ Submission of an official transcript of the applicant verifying **3 semester hours** of allowable graduate credit (see **Allowable Credit** on page 4).
 - ☐ If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.

IMPORTANT INFORMATION

As a professional educator certified by the Alabama State Department of Education (ALSDE), it is the educator's responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate.

Requirements to continue a certificate must be completed during the certificate's valid period and by the date of expiration reflected on the certificate. Certificates are not continued prior to the calendar year of their expiration.

The application to continue a certificate must be received in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate's expiration or mailed to the Educator Certification Section with a postmarked date of no later than June 30 of the calendar year of the certificate's expiration date.**

For renewal requirements of Professional Educator Certificates, *or* Professional Leadership Certificates and/or Professional Educator Certificates in *Areas of Administration and/or Supervision*, *or* renewable *Career and Technical Type, Level, Specialty Area, and Degree Equivalent Certificates*.

As an applicant for continuation of the Level II Speech-Language Pathology Assistant Certificate, I understand that:

- The Level II Speech-Language Pathology Assistant Certificate is valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years and is renewable.
- The Speech-Language Pathology Assistant Certificate authorizes me to serve only as a Speech-Language Pathology Assistant in grades P-12 in an Alabama public school system.
- During each year of my employment as a Speech-Language Pathology Assistant, the employing Alabama public school system must provide for supervision of my services. I understand that the supervision must be provided by an individual who holds either a valid Alabama Class A or Class AA Professional Educator Certificate in speech or language impairment/speech-language pathology or a special education coordinator/supervisor who holds a valid Alabama Professional Educator Certificate in an area of special education.
- Certification regulations contained in this document may change and that it is my responsibility to stay abreast of current requirements.
- I must meet all Alabama certification regulations in effect on the date the application is received in the Educator Certification Section of the ALSDE.

Applicant's signature to verify that he/she has thoroughly read this document in its entirety, understands what is required to maintain a valid Level II Speech-Language Pathology Assistant Certificate, and that he/she has received a photocopy of this form, reflecting signatures.

Date _____

Signature of Applicant _____