



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

School System Code: \_\_\_\_\_

Nonpublic/Private School Code: \_\_\_\_\_

## The Bachelor's Equivalent Technical Education 1 Career and Technical Certificate in a Technical Education Program Area Approach 2023-2024

### FORM BT1

The application process for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate **must be completed in conjunction with the superintendent of the Alabama county/city school system for which the applicant is to teach.**

<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>					
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			
<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).

**GENERAL INFORMATION**

**All requirements** must be met for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate **prior to** the date the application for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate is received in the Educator Certification Section.

**DEGREE EQUIVALENT CAREER AND TECHNICAL CERTIFICATES IN TECHNICAL EDUCATION PROGRAM AREAS**

<b>Certificates</b>	<b>Degree Equivalency</b>	<b>Valid Period</b>	<b>Renewable</b>
Bachelor's Equivalent Technical Education 1	Bachelor's	Minimum of 2 years <sup>A</sup>	No
Bachelor's Equivalent Technical Education 2	Bachelor's	Minimum of 5 years <sup>B</sup>	Yes
Master's Equivalent Technical Education 3	Master's	Minimum of 5 years <sup>B</sup>	Yes
Master's Equivalent Technical Education 4	Master's	Minimum of 5 years <sup>B</sup>	Yes
Sixth-Year Equivalent Technical Education 5	Sixth-year	Minimum of 5 years <sup>B</sup>	Yes

<sup>A</sup> 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.

<sup>B</sup> 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.

**SUMMARY OF EDUCATION AND REQUIRED WORK EXPERIENCE**

<b>Options</b>	<b>Education</b>	<b>Required Work Experience</b>
Option 1	Less than a Bachelor's degree	5,400 clock hours or 3 years completed within 7 years
Option 2	Bachelor's degree or higher	3,600 clock hours or 2 years completed within 5 years
Option 3	None specified	18,000 clock hours or 10 years

**Required work experience in the technical education program area for which the certificate is sought must be completed within the time frame outlined above and immediately prior to the date the application is received in the Educator Certification Section.**

**OCCUPATIONAL PROFICIENCY INFORMATION**

- 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/](http://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 June 30<sup>th</sup> of each scholastic year.**
- Occupational proficiency assessments are approved by the Alabama State Department of Education (ALSDE) at the **ENTRY LEVEL** and the **MASTER LEVEL**.
  - The **ENTRY LEVEL** assessments meet requirements for the Bachelor's Equivalent Technical Education 1 and the Bachelor's Equivalent Technical Education 2 Certificates.
  - 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.
- 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 BACHELOR'S EQUIVALENT 1 – TECHNICAL EDUCATION**

Required for issuance of the Bachelor's Equivalent 1 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 this application Form BT1.</u>   |

### Nonrefundable Application Fee

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

Background clearance 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](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.

### Occupational Proficiency

A photocopy of the applicant's currently valid score on the Alabama State Department of Education (ALSDE) **currently** approved occupational proficiency assessment (test score, license, or credential) 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. 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 Bachelor's Equivalent Technical Education 1 Career and Technical 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 **ENTRY LEVEL** or **MASTER LEVEL** occupational proficiency assessment; **OR**
- The technical education program area(s) of the applicant **requires** an NCCER test **OR** an available ALSDE-approved 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 **ENTRY LEVEL** or **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; or
  - At least the minimum cut score(s) on the NCCER industry-specific craft assessment at the first and second level is determined from the applicant's score report(s), which details the number of correct responses provided for each module assessed and specific to the industry craft(s).

**NOTE:** The minimum cut score will not be accepted for issuance of Degree Equivalent Technical Education Certificates above the Bachelor's Equivalent Technical Education 2.

**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		
	6-12		

### TESTING REQUIREMENTS AND INFORMATION

The CTE Basic Skills Assessments are administered through ACT WorkKeys®. The required assessments are **Applied Math, Business Writing, and Workplace Documents**; no other WorkKeys® assessments outlined on the ACT® website will be accepted.

WorkKeys® Skill Assessment	Skill Level Range	Minimum Required Passing Score
Applied Math	3 – 7	4
Business Writing	1 – 5	3
Workplace Documents	3 – 7	4

**LEARN** about the required CTE Basic Skills Assessments.

**LOCATE** a test center and the name of the contact person.

- Assessment registration can **ONLY** be done by calling the test center. The specific contact person for a test center should be contacted.

For **SCORE REPORT SUBMISSION**

(Please **DO NOT** submit scanned or paper score reports.)

**An email will be sent to the test taker from the test center. The email will contain a score report with an Examinee ID. Once the email is received you will need to complete the following steps:**

- Establish a MyWorkKeys personal account.
- Create a new account
  - Examinee ID required
- Complete required information and submit
  - An email containing your Activation Code will be sent to the email address you provided.
- Locate your Activation Code in your email
- Select link provided in your email
  - Enter Activation Code and submit
- Enter User ID and Password from your personal WorkKeys account.
- Locate Test Management Tab (located on the left side of the screen)
- Locate recent test(s) taken from last 90 days – **Please note: ACT WorkKeys is unable to verify tests taken 90 days ago or beyond.**
- Select “Share Test” for each assessment under the action bar
- Select “Yes”, agree to terms and submit
- Locate the “**Public Share URL**” on your screen (located directly above the test) and copy

Example:  **Public Share URL:**

- Create an email to be sent to [CTE-EducatorCertification@ALSDE.edu](mailto:CTE-EducatorCertification@ALSDE.edu).
- Paste the copied “**Public Share URL**” in your email and also include:
  - Your Legal First and Last name as it appears on government-issued identification,
  - The last four digits of your social security number OR your entire TCH number, and
  - A statement confirming ACT® provided a link to the score report.

**Example:**

John Doe

SSN: 8523

I, John Doe confirm ACT provided this link for my WorkKeys test results.

**For additional information regarding test registration or requirements, contact the Educator Certification Section at (334) 694-4557.**

Individuals who are **exempt** from meeting the Basic Skills Assessment requirement are those who hold:

- A valid Specialty Area Career and Technical Certificate, a valid Alabama Professional Educator Certificate, or a valid Alabama Professional Leadership Certificate; **OR**
- At least a bachelor's degree from a senior institution that was regionally accredited at the time the degree was earned; an official transcript must be submitted to the Educator Certification Section confirming the degree.

To document basic skills, passing scores on **one** of the following have been met:

**Option 1:** Submission of the applicant's passing scores on the CTE Basic Skills Assessments administered through ACT WorkKeys® in Applied Math, Business Writing, and Workplace Documents. **Assessments completed before July 1, 2019, WILL NOT be accepted. See the above information on score submission. No scanned copies or paper copies of score reports will be accepted.**

**OR**

**Option 2: Electronic submission by the testing company, directly to the ALSDE, of the applicant's passing scores on the Praxis Core Academic Skills for Educators (Core) basic skills assessment in Mathematics, Reading, and Writing attained prior to July 1, 2019.** Information about requesting score reports for the Core may be found at Praxis Core.

**Testing Options 1 and 2 CANNOT be combined.**

### EDUCATION AND REQUIRED WORK EXPERIENCE

**Documentation of education/required work experience:**

- All education and work experience must be earned and completed prior to the date the application is received in the Educator Certification Section.
- All **work experience** required in **Options 1, 2, and 3** must be in the technical education program area(s) for which the certificate is sought.

**Option 1: Less than a Bachelor's degree** and acceptable work experience:

- Verification, on the applicant's official transcript, of:
- Graduation from high school **OR** high school equivalency; **OR**
  - Completion of a career and technical program at a postsecondary institution that was regionally accredited at the time the program was completed; **OR**
  - An earned associate's degree from a postsecondary institution that was regionally accredited at the time the degree was earned; **AND**
- Verification that the applicant attained **5,400 clock hours (three years)** of acceptable work experience as outlined in the **ACCEPTABLE WORK EXPERIENCE** section below. The experience must have been completed **within seven years** immediately **prior to** the date the application is received.

**Option 2: Bachelor's or higher degree** and acceptable work experience:

- Verification, on the applicant's official transcript of a bachelor's degree or higher from a senior institution that was regionally accredited at the time the degree was earned; **AND**
- Verification that the applicant attained **3,600 clock hours (two years)** of acceptable work experience as outlined in the **ACCEPTABLE WORK EXPERIENCE** section below. The experience must have been completed **within five years** immediately **prior to** the date the application is received.

**Option 3: Acceptable work experience:**

- Verification that the applicant attained **18,000 clock hours (ten years)** of acceptable work experience as outlined in the **ACCEPTABLE WORK EXPERIENCE** section below.

**ACCEPTABLE WORK EXPERIENCE**

For the Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate in a **technical education program area(s)**, acceptable **part-time or full-time** work experience must have been attained by the applicant through one or more of the following and verified as indicated below and on *Supplement CTV Career and Technical Education Employment Verification* and/or *Supplement EXP*:

1. Work experience in business and industry as an **employee** in a compensated position in each technical education program area for which the certificate is sought, must be verified on *Supplement CTV Career and Technical Education Employment Verification* and with a notarized cover letter as prescribed on Supplement CTV.
2. **Self-employment** in business and industry in each technical education program area for which the certificate is sought, must be verified on *Supplement CTV Career and Technical Education Employment Verification* and with supporting documents as prescribed on Supplement CTV.
3. **Teaching experience** at the postsecondary level in each technical education program area, or in an area related to each technical education program area, for which the certificate is sought, must be verified on *Supplement EXP*. The post-secondary institution must have been regionally accredited or DEAC accredited at the time the experience was earned.
4. **(NEW) Teaching experience (P-12)** at the elementary and/or secondary level is **only acceptable** for the following technical education program areas and must be verified on Supplement EXP:

Technical Education Program	Eligibility
Business, Finance, and Administration	The teaching experience must be in grades 6-12. <b>This option is available through June 30, 2026.</b> To use this option, all teaching experience must be earned by <b>June 30, 2026</b> .
Early Childhood	The teaching experience must be in grades P-3.
Educators and Training	The teaching experience can be in grades P-12.

**RECORD OF EDUCATION and WORK EXPERIENCE**

This section must be completed by the applicant. The applicant must document education and work experience.

Degree	Name of School/ College/University	Location	Dates Attended Beginning MM/YY	Dates Attended Ending MM/YY
High School Diploma				
Associate’s Degree or Postsecondary Coursework				
Bachelor’s Degree				
Master’s Degree				

State Certificate of High School Equivalency:  Yes  No

Date Issued \_\_\_\_\_

Name of Issuing Agency \_\_\_\_\_

Name:

SSN:

**WAGE EARNING EXPERIENCE IN FIRST PROGRAM AREA SOUGHT** (Attach an additional sheet if needed):

Name of Employer and Location	Job Duties/Responsibilities	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

**\*P-12 TEACHING EXPERIENCE IN THE FIRST PROGRAM AREA**

**\*Only applicable for the following Technical Education Program Areas: Technical Education: Business, Finance, and Administration, Technical Education: Early Childhood; and Technical Education: Educators in Training** (Attach an additional sheet if needed):

Name of School/School System and Location	Grade(s) and Subject(s) Taught	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

Total wage earning and/or teaching experience in the program area sought: \_\_\_\_\_ Years \_\_\_\_\_ Months

**POST-SECONDARY TEACHING EXPERIENCE IN THE FIRST PROGRAM AREA SOUGHT**(Attach an additional sheet if needed):

Name of Post-Secondary Institution and Location	Degree Level(s) and Subject(s) Taught	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

Total wage earning and/or teaching experience in the program area sought: \_\_\_\_\_ Years \_\_\_\_\_ Months

**WAGE EARNING EXPERIENCE IN SECOND PROGRAM AREA SOUGHT** (Attach an additional sheet if needed):

Name of Employer and Location	Job Duties/Responsibilities	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

**\*P-12 TEACHING EXPERIENCE IN THE SECOND PROGRAM AREA**

**\*Only applicable for the following Technical Education Program Areas: Technical Education: Business, Finance, and Administration, Technical Education: Early Childhood; and Technical Education: Educators in Training** (Attach an additional sheet if needed):

Name of School/School System and Location	Grade(s) and Subject(s) Taught	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

Total wage earning and/or teaching experience in the program area sought: \_\_\_\_\_ Years \_\_\_\_\_ Months

**POST-SECONDARY TEACHING EXPERIENCE IN THE SECOND PROGRAM AREA SOUGHT**(Attach an additional sheet if needed):

Name of Post-Secondary Institution and Location	Degree Level(s) and Subject(s) Taught	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

Total wage earning and/or teaching experience in the program area sought: \_\_\_\_\_ Years \_\_\_\_\_ Months

**RECOMMENDATION and AUTHORIZATION***To be completed by the county/city superintendent.*

I recommend this applicant for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate in the technical education program area(s) of *select no more than two* from the chart below):

**Grades 6-12**

<input type="checkbox"/>	Technical Education: Additive Manufacturing*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Electrical and Instrumentation <sup>##</sup>
<input type="checkbox"/>	Technical Education: Advertising Design*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Mechanical <sup>##</sup>
<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 <sup>##</sup>
<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 <sup>##</sup>
<input type="checkbox"/>	Technical Education: Computer Science – PLTW*	<input type="checkbox"/>	Technical Education: Power Equipment*
<input type="checkbox"/>	Technical Education: Construction Technology <sup>##</sup> (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 <sup>##</sup> * (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 <sup>##</sup> * (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 <sup>##</sup>	<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) <sup>##</sup>	<input type="checkbox"/>	Technical Education: Working in Multicultural Environments: Korean*
<input type="checkbox"/>	Technical Education: Heavy Equipment Operations <sup>##</sup>		

\*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.

<sup>##</sup>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.



My local board of education has authorized:

- me to employ the individual for whom this application is being submitted, **OR**
- the individual for whom this application is being submitted to teach in our system while remaining an employee of a business or governmental agency with which we have established a partnership, subject to the issuance of a valid Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate.

I understand the Bachelor’s Equivalent Technical Education 1 Career and Technical Certificate 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 for issuance of subsequent Degree Equivalent Technical Education Career and Technical Certificates.

I understand the Bachelor’s Equivalent Technical Education 1 Career and Technical 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.

I have checked the **current** ALSDE Departmental Portal to ensure the applicant is properly certified for each period/block of the day.

I have checked the **current** Occupational Proficiency assessment to ensure the applicant has met the requirements for the current scholastic year.

**I understand failure to assign the applicant properly will result in an out-of-field penalty assessment.**

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 Representative’s Initials:***

Signature of County/City Superintendent

County/City School System

Typed or Printed Name

Date

### 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., Supplement CTV) does not constitute making an 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.

~ I understand **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

~I understand I must **thoroughly read** all requirements of this certification approach (Form BT1).

~I understand the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate is valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years and is **nonrenewable**.

~I understand I must meet the **current** Occupational Proficiency Assessment for any subsequent Degree Equivalent Certificates as outlined on the current Occupational Proficiency 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 **RECOMMENDATION and AUTHORIZATION** 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 of the application for a subsequent Degree Equivalent Career and Technical Certificate in technical education program areas indicated with an \* in the **RECOMMENDATION and AUTHORIZATION** section of this form is received in the Educator Certification Section.

~I understand the Master's Equivalent Technical Education 3 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 **RECOMMENDATION and AUTHORIZATION** 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/](http://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 3 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 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**

*Name:*

*SSN:*