



**ALABAMA STATE DEPARTMENT OF EDUCATION
EDUCATOR CERTIFICATION SECTION
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334)
694-4557
[Alabama Achieves](#)**

CERTIFICATION PORTAL AUTHORIZED USER FORM

| | |
|---|--|
| School System/Nonpublic School | |
| School System/Nonpublic School Code | |
| School System/Nonpublic School Address | |
| | |
| School System/Nonpublic School Phone | |
| Superintendent/Nonpublic School Administrator | |

Please designate the individual(s) who will be your authorized representative(s) for use of the Alabama State Department of Education's Certification Search Portal.

***Please print legibly as this information must be entered into the system so that your authorized users may access the portal.**

ADD THESE INDIVIDUALS

| <i>Employee Name</i> | <i>Employee Title</i> | <i>Employee Email Address</i> | <i>Employee Telephone</i> |
|----------------------|-----------------------|-------------------------------|---------------------------|
| | | | |
| | | | |
| | | | |

DELETE THESE INDIVIDUALS

| <i>Employee Name</i> | <i>Employee Title</i> | <i>Employee Email Address</i> | <i>Employee Telephone</i> |
|----------------------|-----------------------|-------------------------------|---------------------------|
| | | | |
| | | | |

By designating these individuals as authorized representatives, I acknowledge that my authorized representatives are expected to follow the rules for use of the Alabama State Department's Certification Search Portal and treat all information with utmost confidentiality.

Signature of Superintendent/Nonpublic School Administrator

Date

Please return form to the address, fax, or email listed above.