



ALABAMA STATE DEPARTMENT OF EDUCATION
 EDUCATOR CERTIFICATION SECTION
 5215 GORDON PERSONS BUILDING
 POST OFFICE BOX 302101
 MONTGOMERY, AL 36130-2101
 Telephone: (334) 694-4557
www.alabamaachievers.org/

Application for the Foreign Credentials Approach

FORM APF

This application is to be completed by an individual who has completed an educator preparation program in another country and meets the requirements for Alabama professional educator certification in a teaching field.

PERSONAL DATA					
<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)	
FOR STATISTICAL PURPOSES ONLY					
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	
PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION					
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).					
READ CAREFULLY					
<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 other than the Alabama State Department of Education ?					
<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 other than the Alabama State Department of Education ?					
<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?					
RECORD OF EDUCATION					
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.

GENERAL INFORMATION

An applicant whose degree was earned at a college or university in another country that is not a United States (U.S.) Territory and is seeking Alabama certification must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the Alabama State Department of Education (ALSDE). A listing of approved agencies may be found in the **AGENCIES PROVIDING EVALUATION SERVICES** section of this form. The evaluation must be submitted with the application for certification and must include **all** of the following:

1. An accurate course-by-course and credit hour-by-credit hour translation of the coursework completed.
2. A statement indicating at the time the degree was earned the college or university did or did not hold accreditation equivalent to that granted by a regional accrediting agency in the United States.
3. A statement indicating the degree earned was or was not equivalent to a bachelor's or higher degree conferred by a regionally accredited senior institution in the United States.
4. A statement indicating the program completed was or was not equivalent to an educator preparation program in the United States. If the program was equivalent to an educator preparation program, the specific teaching field must be identified. If the program was not equivalent to an educator preparation program, the major(s) of the program must be identified.
 1. A statement indicating the overall grade point average (GPA) on a 4.0-point scale. The overall GPA must be the GPA that was used as the basis for granting the degree.

AGENCIES PROVIDING EVALUATION SERVICES

The ALSDE does not interpret foreign credentials but relies on certain agencies to provide an analysis of the applicant's records to assist in correctly interpreting those records. The applicant must forward records to the agency which will produce an analysis of the credentials for a fee. The agencies that are approved for certification purposes in Alabama are:

Center for Applied Research, Evaluation and Education, Inc.

International Evaluation Service
Post Office Box 18358
Anaheim, California 92817
(714) 237-9272
Fax: (714) 237-9279
<https://www.iescaree.com/>

International Consultants of Delaware

3600 Market Street, Suite 450
Philadelphia, Pennsylvania 19104-2651
(215) 243-5858
<https://www.icdeval.com/>

International Education Research Foundation, Inc.

(formerly Credentials Evaluation Services)
Post Office Box 3665
Culver City, California 90231-3566
(310) 258-9451
Fax: (310) 342-7086

World Education Services

Post Office Box 5087
Bowling Green Station
New York, New York 10274-5087
(212) 966-6311
Fax: (212) 739-6100
Toll free: 1-800-937-3895
<https://www.wes.org/>

Educational Credential Evaluators, Inc.

Post Office Box 514070
Milwaukee, Wisconsin 53203
(414) 289-3400
<https://www.ece.org/>

International Education Evaluations, LLC.

7900 Matthews-Mint Hill Road
Suite 300
Charlotte, North Carolina 28227
(704) 772-0109
<https://www.myiee.org/>

Josef Silny and Associates, Inc.

International Education Consultants
7101 Southwest 102 Avenue
Miami, FL 33173
(305) 273-1616
Fax: (305) 273-1338

APPROACHES TO ALABAMA CERTIFICATION FOR APPLICANTS WHO HOLD DEGREES FROM COLLEGES AND UNIVERSITIES IN OTHER COUNTRIES THAT ARE NOT U.S. TERRITORIES

1. An applicant who has completed an educator preparation program in a teaching field and has earned a degree at a college or university in another country that is not a U.S. Territory, may apply for Alabama professional educator certification through the Foreign Credentials Approach as directed on this Form APF. The degree must be equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States. If Alabama issues a certificate in a teaching field that is comparable to the educator preparation program completed, the appropriate Professional Educator Certificate may be issued after requirements have been met. **You may only submit this application if you meet this option.**
2. An applicant who has earned a degree at a college or university in another country that is not a U.S. Territory, and that degree is equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States, **and** also holds a valid professional educator certificate issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA) may apply for Alabama professional educator certification through the Certificate Reciprocity Approach. Information regarding this approach may be found on Form OTH at www.alabamaachieves.org/ (click *Teachers & Administrators* ⤵ *Teacher Center* ⤵ *Teacher Certification* ⤵ *Out of State Certificates* ⤵ *Out of State Certificates*). The evaluation prepared by a foreign credential evaluation agency approved by the ALSDE must be submitted with the application.
3. An applicant who **has not** completed an educator preparation program but has earned a degree at a college or university in another country that is not a U.S. Territory, and that degree is equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States may pursue Alabama certification through the approaches below. Each approach requires the evaluation prepared by a foreign credential evaluation agency approved by the ALSDE be submitted with the application.
 - Completion of a State-approved educator preparation program at an Alabama college or university. Application for Alabama professional educator certification is made in conjunction with the Alabama college or university upon completion of the program. Information regarding State-approved programs in Alabama may be found at www.alabamaachieves.org/ (click *Teachers & Administrators* ⤵ *Teacher Center* ⤵ *Teacher Preparation Programs*).
 - Completion of an alternative or provisional certification approach through an Alabama local school system or nonpublic/private school. Application for an alternative or provisional certificate is made in conjunction with an Alabama local school system or nonpublic/private school. Application for Alabama professional educator certification is made by the applicant upon completion of the approach. Information regarding alternative certification may be found at www.alabamaachieves.org/ (click *Teachers & Administrators* ⤵ *Teacher Center* ⤵ *Teacher Certification* ⤵ *Alternative Certificates*).
4. An applicant whose bachelor's degree was earned at a college or university in another country that was not a U.S. Territory at the time the degree was earned and the degree was **not** equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States OR the university did **not** have accreditation equivalent to that granted by a regional accrediting agency in the United States, must earn a bachelor's or higher degree from a regionally accredited senior institution in the United States. Certification through another approach may be pursued once an acceptable degree is earned.

APPLICATION REQUIREMENTS and CHECKLIST**APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

An application packet for Alabama certification must include the items listed below:

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 Form APF . |

Nonrefundable Application Fee

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A \$38.00 nonrefundable application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 nonrefundable fee for issuance. 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

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 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.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.
 - 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.

Foreign Credentials

- | | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Foreign Credential Evaluation |
|--------------------------|-------------------------------|
- The original or copy of the complete evaluation prepared by a foreign credential evaluation agency approved by the ALSDE found in the **AGENCIES PROVIDING EVALUATION SERVICES** section of this form. If an **original complete evaluation is submitted, it will be returned to the applicant after it has been processed for the file.**

Testing Requirements☐ **Testing Requirements**

Successful completion of the Alabama-prescribed Praxis subject area test(s) and Praxis Principles of Learning and Teaching test(s) of the Alabama Educator Certification Assessment Program (AECAP) are required. Required tests will be individually prescribed by the Educator Certification Section only after the application has been received, reviewed and eligibility for certification has been determined. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section of the ALSDE do so at their own risk.**

Information about the Alabama-prescribed Praxis subject area test(s) and Praxis Principles of Learning and Teaching (PLT) test(s) of the Alabama Educator Certification Assessment Program may be found at <https://www.ets.org/praxis/al> (click *Other Certification Approaches* ⇨ *Foreign Credentials Approach*) or by contacting the Educator Assessment Section at edassessment@alsde.edu. **Please note the Educator Assessment Section does not advise applicants of the specific test(s) which must be passed. The Educator Assessment Section will assist an applicant only after the applicant has received a letter of eligibility from the Educator Certification Section.**

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., foreign credential evaluation) 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. Since certification requirements are subject to change, current requirements may be viewed at www.alabamaachieves.org/ (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Other Approaches* ⇨ *Foreign Credentials*).

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

I understand that 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 APF
- ☐ 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