



**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](http://AlabamaAchieves.org)

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

School System Code: _____

Nonpublic
School Code: _____

APPLICATION FOR AN ADJUNCT INSTRUCTOR PERMIT

This application is to be completed for individuals seeking an Adjunct Instructor Permit and submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school directly to the Educator Certification Section. Application forms and supporting documents are not accepted by fax or e-mail.

APPLICATION PACKET CHECKLIST

- ☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of a \$38.00 **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 Alabama State Department of Education Educator Certification Online Payment System with a major credit card (a 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.
- ☐ Background clearance is based on a fingerprint review. Applicants applying for an Adjunct Instructor Permit **who have not been cleared** by the State Department of Education (ALSDE), will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at Alabama Achieves - 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.

The Educator Certification Section is unable to determine eligibility for an Adjunct Instructor Permit until this completed application, the required \$38.00 nonrefundable fee, and background clearance have been received.

The Adjunct Instructor Permit:

1. Allows an individual to be employed only as an adjunct instructor **less than half-time**.
2. Is valid for at least **three** scholastic years.
3. Is **not** an alternative, emergency, or Professional Educator Certificate.
4. Upon expiration, **it can** be reissued at the request of an employing county/city superintendent or administrator of an eligible nonpublic/private school. Permits cannot be reissued until the calendar year they expire.

PERSONAL DATA

(Legal Name as it appears on government-issued identification.):

Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix
Street/Apt./P.O. Box/Route and Box		City		State	ZIP Code
Cell Telephone		Home Telephone		Work Telephone	
Social Security Number		ALSDE ID		Date of Birth (mm-dd-yyyy)	
Email Address					
FOR STATISTICAL PURPOSES ONLY					
Ethnic Origin (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		Gender (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		Race (Choose one or more, regardless of Ethnicity) <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	

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.

II. DECLARATION (TO BE COMPLETED BY THE APPLICANT.):**A. 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

- ☐ Yes ☐ 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?**
- ☐ Yes ☐ 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?**
- ☐ Yes ☐ No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- ☐ Yes ☐ No Have you ever resigned from a position rather than face disciplinary action?
- ☐ Yes ☐ 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?
- ☐ Yes ☐ No Are you the subject of a pending investigation involving a criminal act?

I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. It is also my responsibility to keep all personal data on file in the Educator Certification Section current. I certify that all information pertaining to this application is true and correct.

B. SPOUSE OF OR ACTIVE-DUTY MILITARY PERSONNEL

(Per Alabama Act No. 2012-533). This section is to be completed for spouses of active-duty military personnel or active-duty military personnel who would like to request an expedited review of the certification application packet.

- ☐ Yes ☐ No I am married to and living with an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders.
- OR**
- ☐ Yes ☐ No I am an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders.

I understand that this request to review my file on an expedited basis does not exclude me from meeting ANY Alabama teacher certification requirements, including testing.

**FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN
REVOCATION OR NON-ISSUANCE OF YOUR ADJUNCT INSTRUCTOR PERMIT.**

Date_____
Signature of Applicant

III. TO BE COMPLETED BY THE COUNTY/CITY SUPERINTENDENT OR NONPUBLIC/PRIVATE SCHOOL ADMINISTRATOR:

Name of LEA/Nonpublic/Private School: _____ Name of Applicant: _____

First

Last

I recommend this applicant for the Adjunct Instructor Permit in the area of (select **one** below):

<input type="checkbox"/> Agriscience Education <input type="checkbox"/> Arabic <input type="checkbox"/> Business/Marketing Education <input type="checkbox"/> Career Technologies <input type="checkbox"/> Chinese <input type="checkbox"/> Choral Music <input type="checkbox"/> Dance <input type="checkbox"/> English for Speakers of Other Languages <input type="checkbox"/> English Language Arts <input type="checkbox"/> Family and Consumer Sciences <input type="checkbox"/> French <input type="checkbox"/> General Science <input type="checkbox"/> General Social Science <input type="checkbox"/> German <input type="checkbox"/> Health Education <input type="checkbox"/> Health Science <input type="checkbox"/> History <input type="checkbox"/> Instrumental Music <input type="checkbox"/> Japanese <input type="checkbox"/> Latin <input type="checkbox"/> Mathematics <input type="checkbox"/> Physical Education	<input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input checked="" type="checkbox"/> Technical Education <ul style="list-style-type: none"> <input type="checkbox"/> Additive Manufacturing <input type="checkbox"/> Advertising Design <input type="checkbox"/> Animation <input type="checkbox"/> Automotive Service <input type="checkbox"/> Aviation Technology <input type="checkbox"/> Business, Finance, and Administration <input type="checkbox"/> Collision Repair <input type="checkbox"/> Commercial Photography <input type="checkbox"/> Computer Electronics <input type="checkbox"/> Computer Science <input type="checkbox"/> Construction Technology <input type="checkbox"/> Correctional Service <input type="checkbox"/> Cosmetology <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Cybersecurity and Infrastructure <input type="checkbox"/> Diesel Technology <input type="checkbox"/> Early Childhood Development <input type="checkbox"/> Electrical Technology <input type="checkbox"/> Electronics Technology <input type="checkbox"/> Emergency and Fire Management Services <input type="checkbox"/> Engineering 	<input type="checkbox"/> Flight Technology <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) <input type="checkbox"/> Heavy Equipment Operations <input type="checkbox"/> Industrial Maintenance-Electrical and Instrumentation <input type="checkbox"/> Industrial Maintenance-Mechanical <input type="checkbox"/> Information Technology Support and Services <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Legal Services <input type="checkbox"/> Logistics <input type="checkbox"/> Masonry <input type="checkbox"/> Modern Manufacturing <input type="checkbox"/> Plumbing <input type="checkbox"/> Power Equipment <input type="checkbox"/> Precision Machining <input type="checkbox"/> Real Estate <input type="checkbox"/> Robotics and Automation <input type="checkbox"/> Technical Design <input type="checkbox"/> Television Production <input type="checkbox"/> Utility Line Worker <input type="checkbox"/> Welding
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- I have verification of graduation from high school or the completion of an Alabama State Department of Education approved equivalent on file for the above applicant.
- I understand this Adjunct Instructor Permit, for use in the schools of Alabama, **cannot be used as the basis for employing a full-time teacher. I also understand that an Adjunct Instructor may only be employed less than half-time.**
- I understand if an Adjunct Instructor Permit is requested in Health Science or a Technical Education program area, **current business and industry certification is required.**
- I understand the Adjunct Instructor Permit will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I understand the applicant's assignment(s) must be in the area for which I am requesting the Adjunct Instructor Permit.
- I understand the adjunct instructor must work under the guidance of a mentor who will be designated as the teacher of record.
- I am providing the following information for ALSDE research regarding applicants for Adjunct Instructor Permits:
 - This applicant holds at least a bachelor's degree ____ Yes ____ No.
 - If yes, the area of the degree is _____ .
 - What expertise does the applicant have in the teaching field of the Adjunct Instructor Permit being requested?

- Name of Teacher of Record/Mentor and last four digits of his/her SSN

Date

Signature of Superintendent/Administrator of Nonpublic/Private School