

The Early Childhood Development (Birth through Age 4) Certificate Approach

Application and Summary of Requirements



Alabama State Department of Education *Educator Certification Section*

**5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101**

Telephone: (334) 694-4557

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, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: pss@alsde.edu

PERSONAL DATA

(To be completed by the applicant. Type or print legibly, using black ink, when completing this form):

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	Date of Birth (mm-dd-yyyy)		E-mail 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
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RECORD OF EDUCATION

Degree and Major	Name of College/University	Location	Dates Attended	
			Beginning Month/Year	Ending Month/Year

DECLARATION

CITIZENSHIP OR NATIONAL STATUS

(Per Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491)

☐ Yes ☐ No I declare that I am a citizen of the United States; **OR**

☐ Yes ☐ No I declare that I am an alien lawfully present in the United States.

I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit.

I understand that in accordance with Ala. Code 1975 § 31-13-7 (h) "Any person who knowingly makes a false, fictitious, or fraudulent statement or representation in a declaration executed pursuant to subsection (g) shall be guilty of perjury in the second degree pursuant to Section 13A-10-102."

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?

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., official transcripts) does not constitute making 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 (click *Other Approaches* ⇨ *Early Childhood Development*).
- I understand that I must **thoroughly read** all requirements of this approach (Form ECD 8/2019).
- I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.
- I understand that it is my responsibility to renew my Certificate(s) and to stay abreast of renewal requirements. Requirements to renew and requirements to convert this certificate to a Professional Educator Certificate will be made available as soon as possible.
- By affixing my signature to this document, I am certifying that true and correct information is being provided.

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

Date_____
Signature of Applicant

GENERAL INFORMATION

Individuals who have completed a bachelor's level National Association for the Education of Young Children (NAEYC) – accredited program in child development for birth through age 4 may seek an Early Childhood Development Certificate for birth through age 4. Although this certificate is not a Professional Educator Certificate, holders may be employed in Alabama schools and may pursue the Class B Birth Through Age 4 Professional Educator Certificate.

APPLICATION PACKET**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:

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| <input type="checkbox"/> | Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | Application Form ECD. |
| <input type="checkbox"/> | A \$30.00 nonrefundable application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$30.00 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 or through the [Alabama State Department of Education Educator Certification Online Payment System](#), with a major credit card, (a \$4.00 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.
- | | |
|--------------------------|---|
| <input type="checkbox"/> | Background clearance based on a fingerprint review. |
|--------------------------|---|
- 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>.
 - 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.
 - Applicants **living in** Alabama are to complete the background clearance process at a designated fingerprint site. Instructions are available through Gemalto Cogent by calling (866) 989-9316.
 - Applicants **living outside** of Alabama who are not able to report to a designated fingerprint site in Alabama are to:
 - Visit the Gemalto Cogent Web site to register online AND
 - Send an email to tcertforms@alsde.edu to request two fingerprint cards (you must include full name and mailing address).
 - Once the fingerprint cards are received, the applicant must contact a local law enforcement agency outside of Alabama to be fingerprinted on the cards received from the Educator Certification Section. After being fingerprinted, the applicant must send one completed fingerprint card and applicable fee made payable to Gemalto Cogent to the following address: Gemalto Cogent / ALSDE Cards Scan / 639 North Rosemead Boulevard / Pasadena, CA 91107.
 - The applicant should keep the second completed fingerprint card in case a reprint notice is received from Gemalto Cogent.
- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>An official transcript of a bachelor's degree with a minimum overall grade point average (GPA)* of at least 2.75 on a 4.0 scale, from a senior institution that was regionally accredited at the time the degree was earned.</p> <p>*The overall GPA must be the GPA that was used as the basis for granting the degree and posted on the official transcript of the degree-granting institution.</p> <p>Official transcripts of all degrees and credits earned must be submitted to the Educator Certification Section in a sealed envelope from the institution(s). 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:</p> |
|--------------------------|--|
- 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.)

<input type="checkbox"/>	<p>Supplement CD1 verifying completion of at least a bachelor's level NAEYC-accredited program in child development for birth through age 4 at a senior institution that was regionally accredited at the time the program was completed.</p> <p>Supplement CD1 should be forwarded by the applicant to the dean or the head of the unit that houses the NAEYC-accredited program for completion. The completed Supplement CD1 is to be forwarded by the institution to the applicant in a sealed envelope and should not be opened prior to submission to the Educator Certification Section.</p>
<input type="checkbox"/>	Electronic submission by the testing company of the applicant's successful completion of the requirements of the Alabama Educator Certification Assessment Program (AECAP):
<input type="checkbox"/>	<p>Passing scores on the Praxis Core Academic Skills for Educators (Core). Information about the Praxis Core basic skills assessments in Mathematics, Reading, and Writing may be found at www.ets.org/praxis/about/core.</p>
<input type="checkbox"/>	<p>Passing score on the Alabama-prescribed Praxis subject area test(s) of the AECAP.</p> <ul style="list-style-type: none"> Information about the current Alabama-prescribed Praxis Subject Assessments (content knowledge) of the AECAP may be obtained at www.ets.org/praxis/al (click <i>Other Certification Approaches: Early Childhood Development Approach</i>) or by contacting the staff in the Educator Assessment Section at (334) 694-4594 or edassessment2@alsde.edu. ONLY Alabama-prescribed Praxis Subject Assessments (content knowledge) and their minimum required scores that are in effect on the date the application is received in the Educator Certification Section of the ALSDE are accepted. Praxis Subject Assessments (content knowledge) that are not prescribed for use in Alabama will not be reported to the ALSDE by Educational Testing Services (ETS). For Alabama-prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports. <p>PAPER SCORE REPORTS WILL NOT BE ACCEPTED. Only official Praxis score reports, electronically submitted with the applicant's complete Social Security number directly from ETS to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.</p>
<input type="checkbox"/>	<p>Passing score on the Educative Teacher Performance Assessment (edTPA) Handbook, for the teaching field of Early Childhood. Information about the edTPA may be found at http://edtpa.aacte.org (click: <i>Candidates</i>).</p>

I have completed the following documents, and I am mailing them to the address below:

- ☐ Supplement CIT, including supporting documentation
- ☐ Form ECD
- ☐ Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee
- ☐ Required Supporting Documentation

All documentation must be mailed to the following address:

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 Educator Certification Section
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