



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.alabamaachieves.org/

**The Career and Technical Education Additional Teaching Field Professional Certificate Approach for the
2023-2024 Scholastic Year**
Form CBP

This application is to be completed by individuals seeking an additional Alabama Certification based on a valid Alabama Professional Educator Certificate in a Teaching Field and the appropriate and valid Alabama State Department of Education approved Occupational Proficiency Assessment is held and Session A of the Career and Technical Teacher Certification Program (CTE TCP) is successfully completed.

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
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) <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		
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, *Prevention and Support Office*, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.

GENERAL INFORMATION

1. Individuals who hold a **valid** Alabama Professional Educator Certificate in a teaching field, meet occupational proficiency assessment requirements (test score, license, or credential) in effect on the date the application is received in the Educator Certification Section, and successfully complete CTE 101 formerly known as Session A of the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1) or Session A of the Career and Technical Education Teacher Certification Program (CTE TCP) may add selected Technical Education program area(s) or Health Science to their existing certificate through the Career and Technical Education Additional Teaching Field Professional Certificate Approach.
 - a. This approach is not available to an individual who holds only a Provisional Certificate, Interim Employment Certificate, Business, and Industry to Educational Administrator Certificate, Conditional Certificate in a Teaching Field, Higher Education Transitional Certificate, Career and Technical (Level, Type, Specialty Area, Degree Equivalent, and/or Temporary) Certificate, Speech-Language Pathology (Assistant, Temporary, and/or Professional Educator) Certificate, Dyslexia Therapist Endorsement, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Early Childhood Development Certificate, Emergency Certificate, Substitute License, Adjunct Instructor Permit or Computer Science Permit. Any other alternate or non-professional certificate developed will not be considered for this approach.
 - b. The following are not teaching fields: instructional leadership, areas of educational administration and supervision, school counseling, school library-media specialist, school psychometry, school psychology, and sport management.
2. Alabama's currently valid passing score on the Alabama State Department of Education (ALSDE) approved occupational proficiency assessment (test score, license, or credential) in health science or the technical education program area for which the certificate is sought is required. The occupational proficiency assessment in effect on the date the application is received in the Educator Certification Section must be met.
3. CTE 101 is required.
4. **The occupational proficiency requirements must be met prior to application submission.** If this requirement is not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet the occupational proficiency requirement in effect on the date the application is received in the Educator Certification Section.
5. The certificate issued through this approach will be a Class B Secondary (bachelor's degree level) certificate.

OCCUPATIONAL PROFICIENCY and TRAINING INFORMATION

1. Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency assessments (test score, license, or credential) in health science and the technical education program area(s) for which the certificate is sought may be obtained at <https://www.alabamaachieves.org/> (click *Teachers & Administrators* ➤ *Teacher Center* ➤ *Teacher Certification* ➤ *CAREER/TECHNICAL CERTIFICATES – Additional Teaching Field – Professional*). Occupational proficiency assessments are subject to change.
2. Information about CTE 101 may be obtained from the Office of Career and Technical Education of the ALSDE at (334) 694-4760 or at CTETCP@alsde.edu.

AVAILABLE PROGRAM AREAS**ONLY** the program areas listed below are available through this approach.

I request certification in the following program area(s) (check all that apply):

Grades 6-12**Health Science**☐ Health Science**Technical Education Program Areas**

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

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

- ☐ Submission of Supplement CIT Form with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of this application **Form CBP**.

Nonrefundable Application Fee

- ☐ 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. Neither Personal checks nor cash will be accepted.

Background Clearance

- ☐ Background clearance is 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.
 - ☐ 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.
 - ☐ 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.

Prerequisite Alabama Professional Educator Certificate

- ☐ A valid Alabama Professional Educator Certificate in a teaching field.

Career and Technical Education Teacher Certification Program

- ☐ A photocopy of the applicant's PowerSchool Professional Development Training History Report or Certificate of Completion verifying completion of CTE 101.
*CTE 101 is **not** required if a valid Alabama Professional Educator Certificate in a Career and Technical teaching field, a valid Specialty Area Certificate, or a valid Degree Equivalent Certificate is held.*

Occupational Proficiency

- ☐ Verification of a passing score on the appropriate ALSDE-approved occupational proficiency assessment in effect on the date this application is received in the Educator Certification Section. Current ALSDE-approved occupational proficiency requirements may be obtained at <https://www.alabamaachieves.org/> (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *CAREER/TECHNICAL CERTIFICATES* – [Additional Teaching Field – Professional](#))..

Occupational Proficiency – Cont.

- ☐ **For Health Science:** A photocopy or screenshot of the applicant's currently valid passing score on at least the **ENTRY LEVEL** ALSDE-approved occupational proficiency assessment (test score, license, or credential) in health science. The occupational proficiency assessment must be the assessment in effect on the date this application is received in the Educator Certification Section and must be met **prior to application submission**. See the **OCCUPATIONAL PROFICIENCY and TRAINING INFORMATION** section of this form for additional information.
- ☐ **For Technical Education Program Areas:** A photocopy of the applicant's currently valid passing score on at least the **ENTRY LEVEL** ALSDE approved occupational proficiency assessment (test score, license, or credential) in the technical education program area for which the certificate is sought. The occupational proficiency assessment must be the assessment in effect on the date this application is received in the Educator Certification Section and must be met **prior to application submission**. See the **OCCUPATIONAL PROFICIENCY and TRAINING INFORMATION** section of this form for additional information.

- ☐ **For each program area** sought, indicate the appropriate ALSDE-approved occupational proficiency assessment being submitted.

Program Area (e.g., drafting design, health science, 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		

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. 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 <https://www.alabamaachieves.org/> (click *Teachers & Administrators* ⤵ *Teacher Center* ⤵ *Teacher Certification* ⤵ *CAREER/TECHNICAL CERTIFICATES* – [Additional Teaching Field – Professional](#)).

I understand that I must **thoroughly read** all requirements of this approach (Form CBP).

I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I understand it is my responsibility to maintain my certificate and to stay informed of current regulations for renewal.

By affixing my signature to this document, I am certifying all information pertaining to this application form is true and correct, and failure to submit accurate information may result in revocation or non-issuance of my certificate.

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 CBP
- ☐ 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