



## Application for the Nationally Certified School Psychologist Approach

### FORM CLP

This application is to be completed by an individual who is a certified National School Psychologist.

<b>PERSONAL DATA</b>					
<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
Cell Telephone		Home Telephone		Work Telephone	
Social Security Number		ALSDE ID		Date of Birth (mm-dd-yyyy)	
Email Address					
<b>FOR STATISTICAL PURPOSES ONLY</b>					
<b>Ethnic Origin</b> (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender</b> (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race</b> (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	
<b>PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION</b> 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).					
<b>READ CAREFULLY</b> <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 <b>other than the Alabama State Department of Education</b> ? <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 <b>other than the Alabama State Department of Education</b> ? <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?					
<b>SPOUSE OF OR ACTIVE-DUTY MILITARY PERSONNEL</b> (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. <input type="checkbox"/> Yes <input type="checkbox"/> 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 <b>OR</b> <input type="checkbox"/> Yes <input type="checkbox"/> 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. <b>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.</b>					

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](mailto:supportservices@alsde.edu)

**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:

☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.

☐ Submission of this application Form CLP.

☐ A \$38.00 **nonrefundable** application fee. **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 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 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 [Teacher Certification Search](#).
- 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 [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](mailto:bgr@alsde.edu).

Applicants may verify receipt of their criminal history results at the ALSDE by visiting [Certification Search](#). 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.

☐ Submission of official transcripts of all degrees and credits earned. All degrees and credits must be verified on an official transcript(s) and must be submitted to the Educator Certification Section. At least a bachelor's degree earned from a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was conferred **must** be submitted. The applicant's **current legal** name and Social Security or ALSDE ID number must accompany the transcript(s).

Official transcripts may be submitted securely to the Educator Certification Section using one of the following options:

**Option 1:**

- ☐ Mailed to the Educator Certification Section in a sealed envelope from the institution(s).

Alabama State Department of Education  
*Educator Certification Section*  
 5215 Gordon Persons Building  
 Post Office Box 302101  
 Montgomery, AL 36130-2101

**Option 2:**

- ☐ Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse. **Do not select the ETX option.**

**Option 3:**

- ☐ Submitted securely to the Educator Certification Section through electronic transmission **from the institution** as an electronic PDF, to [certtranscripts@alsde.edu](mailto:certtranscripts@alsde.edu).
- **Transcripts submitted from an individual or a personal/business email account will not be accepted.**

<input type="checkbox"/>	Verification of a current passing score on the Alabama-approved Praxis subject area test
Electronic submission of a passing score(s) on the Alabama-approved Praxis subject area test in effect on the date the application is received in the Educator Certification Section. See <b>TESTING INFORMATION</b> section for additional information.	
<input type="checkbox"/>	Verification of a Nationally Certified School Psychologist Certificate
<input type="checkbox"/> The <b>original valid</b> Nationally Certified School Psychologist Certificate; <b>OR</b> <input type="checkbox"/> A photocopy of the <b>valid</b> Nationally Certified School Psychologist Card; <b>OR</b> <input type="checkbox"/> A screenshot from the National Association of School Psychologists' website <a href="http://NASP.org">NASP</a> verifying the <b>valid</b> Nationally Certified School Psychologist Certificate.	

### TESTING INFORMATION

- Information on the current Alabama-prescribed Praxis subject area test required for the National Certified School Psychologist Approach may be obtained at [Praxis](http://Praxis.org) (click *Other Certification Approaches: National School Psychologist*) or by contacting staff in the Educator Assessment Section at 334-694-4594 or [edassessment2@alsde.edu](mailto:edassessment2@alsde.edu).
  - Educational Testing Service (ETS) will only report **Alabama-prescribed Praxis subject area test** to the ALSDE. ALSDE will only accept assessments prescribed for use in Alabama. For Alabama-prescribed assessments taken outside of Alabama, **code 7020 should be used to designate the Alabama State Department of Education (ALSDE) as a recipient of official score reports.**
  - PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only **official Praxis score reports, electronically submitted** with the applicant's complete social security number directly from Educational Testing Service (ETS) to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.
- The testing requirements must be met prior to application submission. If all requirements are 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.

### 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., Supplement CIT) does not constitute making an application for certification. Incomplete forms will delay the review of the file.

I understand 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 [Alabama Achieves - Teacher Center: Other Approaches](http://AlabamaAchieves-TeacherCenter.org)

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

I understand 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 CLP
- ☐ 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