



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/private school.

School System Code: _____

Nonpublic/Private
School Code: _____

The **First** Provisional Certificate in Library Media or School Counseling (PCLS) Approach for the 2024-2025 Scholastic Year

FORM ILC

A complete application packet must be received in the Educator Certification Section by **October 1 or postmarked no later than October 1 of the scholastic year for which the PCLS is being requested**. The application process for the PCLS must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.

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) ☐ (01) Hispanic Latino ☐ (02) Not Hispanic Latino		Gender (Choose one) ☐ (F) Female ☐ (M) Male		Race (Choose one or more, regardless of Ethnicity) ☐ (01) White ☐ (02) Black or African American ☐ (04) American Indian or Alaska Native ☐ (05) Asian ☐ (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					
☐ 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 <u>other than the Alabama State Department of Education?</u>					
☐ 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 <u>other than the Alabama State Department of Education?</u>					
☐ 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?					
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

This application is to be completed for applicants seeking a first Provisional Certificate in Library Media or School Counseling (PCLS) and **submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

A complete application packet must be received in the Educator Certification Section by **October 1, 2023, or postmarked no later than October 1, 2024.**

An applicant who holds an expired Class A or Class AA Professional Educator Certificate in Library Media or School Counseling **is not** eligible to pursue the PCLS Approach in the same area(s).

An applicant who has been employed in Alabama while holding an alternative or provisional-approach certificate(s) and has not been issued a professional educator certificate by Alabama in the area for which the alternative or provisional-approach certificate(s) was/were issued will not be eligible to begin the Provisional Certificate in Library Media or School Counseling Approach and may not be eligible for any other alternative or provisional-approach certificate. If an applicant began an alternative or provisional certificate approach **during or prior to the 2019-2020** scholastic year (that is, five or more years ago) and did not complete the approach, the applicant may begin an alternative approach again under current requirements regardless of the number of previously held alternative certificates.

A request for a PCLS may only be considered for an applicant who is not eligible for certification in the specified area through any other alternative, reciprocal, or traditional approach.

RECOMMENDATION

To be completed by the employing county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the first PCLS for grades P-12 in the area of:

☐ **Library Media OR**

☐ **School Counseling.**

LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

My local board of education is willing to participate in the PCLS Approach and has authorized me to employ, as a full-time employee, the applicant for whom this application packet is being submitted, subject to the issuance of a valid provisional certificate. I understand that the PCLS will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the PCLS Approach.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal to ensure the applicant will be properly certified for each period/block of the day. Although several courses appear in the Courses Application as proper certification for the purposes of the PCLS I am requesting. **(If found to be needed, the applicant may be assigned for no more than one period/block of the day to a course that is not in the specific area of instructional support requested only if the requested PCLS is proper certification for the course.)**

I understand the first and second PCLS must be held by the applicant within the four scholastic years from the July 1 beginning date of the first PCLS.

I understand a PCLS is only valid for employment with the public school system or nonpublic/private school to which the PCLS is issued.

I understand failure to appropriately assign the applicant may result in the applicant no longer being eligible to pursue a Professional Educator Certificate through the PCLS Approach.

I understand failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

I am verifying that a photocopy of this form, reflecting signatures, has been given to the applicant and that I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA/Nonpublic/Private School Representative's Initials: _____

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Date

APPLICATION PACKET CHECKLIST FOR THE FIRST PCLSRequired for issuance of the **first** PCLS, valid from **July 1, 2023, to June 30, 2024**. *Boxes are to be checked, as applicable.***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 1LC**.

Nonrefundable Application Fee

- ☐ 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 (ALSDE) or through the [ALSDE Educator Certification Online Payment System](#) (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

- ☐ 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 [Certificate 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
 - Applicants may verify receipt of their criminal history results at the ALSDE by visiting [Certificate 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.

Testing

- ☐ Electronic submission to the ALSDE by the testing company of the applicant's **current passing** score on the Alabama prescribed Praxis subject area test(s) of the Alabama Educator Certification Assessment Program (AECAP) for the recommended area of Library Media or School Counseling earned **prior to October 1, 2024**. The Praxis subject area test(s) must be appropriate to the content area for which the applicant begins the PCLS. Praxis Subject area test(s) may be found at [Praxis](#).

Teacher Mentor

- ☐ A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the same instructional support area of the applicant or in a related field and has had at least three full years of full-time professional educational work experience in a P-12 setting.

Official Transcripts

- ☐ **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 is required to complete this approach, which was 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.

I, as the designated representative of the LEA/Nonpublic/Private School who requested the applicant's official transcript, am providing a copy of the official transcript(s) with my signature attesting to the following:

- ☐ I have obtained the official transcript(s) directly from the official transcript provider, **whether by opening or downloading it. (Transcripts that were downloaded by the applicant or opened by the applicant are not acceptable.)**
- ☐ I have reviewed and verified the applicant has met the GPA and college/university accreditation eligibility requirements.

LEA/Nonpublic/Private School Representative's Initials:

The applicant's **current legal** name and Social Security or ALSDE ID number must accompany the transcript(s).

*The overall GPA must be the GPA used as the basis for granting the degree and posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement. **Official transcripts of all credits and degrees earned must be submitted.**

An applicant whose degree was earned at a college or university in another country that is not a United States Territory must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the ALSDE. Additional information and a list of approved evaluation agencies may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ∅ *Teacher Center* ∅ *Teacher Certification* ∅ *Other Approaches-Foreign Credentials*).

LIBRARY MEDIA

OPTION 1

The applicant holds a master's or higher degree from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate at the master's degree level or higher in Library Media issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA). The applicant lacks only the two full years of full-time professional educational work experience required for issuance of the Class A or Class AA Library Media Professional Educator Certificate through the Certificate Reciprocity Approach. *With this option, the Provisional Certificate will be issued at the highest degree level of the applicant's valid professional educator certificate in Library Media issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA.*

- ☐ **Submission of** the official transcript of the applicant indicating at least a master's degree earned **prior to October 1, 2024**, from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned.
- ☐ **Submission of** Supplement CER verifying the applicant holds a valid professional educator certificate at the master's degree level or higher in Library Media issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA **OR** submission of the original valid professional educator certificate at the master's degree level or higher in Library Media issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA (the original professional educator certificate will be returned to the applicant).

OPTION 2

The applicant holds a master's or higher degree in library science or library information systems from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned. *With this option, the Provisional Certificate will be issued at the highest level of the applicant's highest-earned degree in library media or library information systems from a senior institution that was regionally accredited at the time the degree was earned.*

- ☐ **Submission of** the official transcript(s) of the applicant indicating a master's or higher degree in library science or library information systems earned **prior to October 1, 2024, and with a minimum overall grade point average (GPA) of at least 3.25 on a 4.0 scale** from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned. 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. *An applicant who holds a valid Alabama Class A or Class AA Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement.*

SCHOOL COUNSELING	
OPTION 1 The applicant holds a master's or higher degree from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned and a valid professional educator certificate at the master's degree level or higher in School Counseling issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA). The applicant lacks only the two full years of full-time professional educational work experience required for issuance of the Class A or Class AA School Counseling Professional Educator Certificate through the Certificate Reciprocity Approach. <i>With this option, the Provisional Certificate will be issued at the highest degree level of the applicant's valid professional educator certificate in School Counseling issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA.</i>	
☐	<u>Submission of</u> the official transcript of the applicant indicating a master's or higher degree earned prior to October 1, 2024, from a senior institution that was regionally accredited or accredited by DEAC at the time the degree at the time the degree was earned.
☐	<u>Submission of</u> Supplement CER verifying the applicant holds a valid professional educator certificate at the master's degree level or higher in School Counseling issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA OR submission of the original valid professional educator certificate at the master's degree level or higher in School Counseling issued by another state, the District of Columbia, a U. S. Territory, or the DoDEA (the original professional educator certificate will be returned to the applicant).
OPTION 2 The applicant holds a master's or higher degree in an area of counseling other than school counseling from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned and holds a valid license issued by a state board of examiners in counseling. <i>With this option, the Provisional Certificate will be issued at the level of the applicant's highest earned degree in an area of counseling from a senior institution that was regionally accredited at the time the degree was earned.</i>	
☐	<u>Submission of</u> the official transcript(s) of the applicant indicating a master's or higher degree in an area of counseling other than school counseling earned prior to October 1, 2024, from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned.
☐	<u>Submission of</u> a photocopy or screenshot of the applicant's valid license as: ☐ An Associate Licensed Counselor (ALC) issued by a state board of examiners in counseling, OR ☐ A Licensed Professional Counselor (LPC) issued by a state board of examiners in counseling.

REQUIREMENTS FOR THE SECOND PCLS

Second PCLS: If the first PCLS was held during the **2024-2024** scholastic year, the requirements for issuance of the **second** PCLS, valid during the **2025-2026**, **2026-2027**, or **2027-2028** scholastic year are:

Note: This certificate may be requested only if one full scholastic year of full-time professional educational work experience, in the area for which the first PCLS was issued and was proper certification, was completed while holding the first PCLS.

1. Submission of the Application for the *Second* PCLS by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the **nonrefundable** application fee.
3. Submission of Supplement EXP verifying the applicant's full scholastic year of full-time professional educational work experience while holding the first PCLS during the 2024-2025 scholastic year with the **full-time assignment** having been in the area for which the first PCLS was issued and was proper certification. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific area of instructional support of the first PCLS only if the first PCLS was proper certification for the course.)
4. Proper assignment of the applicant each period/block of the day only in the area of the requested PCLS based on the **current** ALSDE Courses Application. See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.
5. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in Library Media or School Counseling Approach. **This application must be submitted by the applicant and must be received in the Educator Certification Section by, or must be postmarked no later than, October 1 of the calendar year during which the second PCLS expires.**
2. Submission of the **nonrefundable** application fee.
3. Submission of Supplement EXP verifying the applicant's full scholastic year of full-time professional educational work experience while holding the second PCLS during the **2025-2026**, or **2027-2028** scholastic year, with the **full-time assignment** having been in the area for which the second PCLS was issued and was proper certification. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific area of instructional support of the second PCLS only if the second PCLS was proper certification for the course.)

IMPORTANT INFORMATION

As an applicant through the Provisional Certificate in Library Media or School Counseling (PCLS) Approach to certification, I understand that:

- Meeting requirements of the PCLS Approach leads to a Professional Educator Certificate for grades P-12 in the area and at the degree level of the two PCLSs held.
- The first and second PCLS must be held within the four scholastic years from the July 1 beginning date of the first PCLS.
- I must complete one full scholastic year of full-time professional educational work experience in the area of the first PCLS while holding the first PCLS. If not, the second PCLS cannot be issued.
- For issuance of the Professional Educator Certificate, I must complete two full scholastic years of full-time professional educational work experience (which must have been a full-time assignment each year in the area for which the two PCLSs were issued and were proper certification) while holding the two PCLSs.
- The application for a subsequent PCLS must be received in the Educator Certification Section no later than **October 1** of the scholastic year for which the certificate is to be issued.
- I must make application for the issuance of the **Professional Educator Certificate**, and the application must be received in the Educator Certification Section, no later than **October 1** of the calendar year, the second PCLS expires.

IMPORTANT INFORMATION
(Continued)

- If I held the first and second PCLS and have not completed the requirements for the Professional Educator Certificate the area of the two PCLSs, by the expiration date of the second PCLS, I shall no longer be eligible for employment under a PCLS or any provisional certificate approach.
- I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim Employment, Preliminary, Business and Industry to Educational Administrator, Higher Education Transitional, Conditional, or any alternative certificate combination thereof.

APPLICATION SUBMISSION and ATTESTATIONS

- I understand the Educator Certification Section is unable to determine eligibility for a PCLS until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
- I understand that the submission of supporting documents ONLY (e.g., official transcripts) does not constitute making an application for certification. Incomplete forms will delay the review of the file.
- I understand that **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
- 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 [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates – Provisional Certificate in Library Media or School Counseling*).
- I understand that I must **thoroughly read** all requirements of this approach.
- I understand what is required to obtain the subsequent PCLS, and I have received a photocopy of this form reflecting signatures.
- I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.
- I understand that by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ Signature of Applicant _____