



**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: \_\_\_\_\_

## Professional Certificate following the Provisional Certificate in a Teaching Field (PCTF) Approach

### FORM PFA

A complete application packet must be received in the Educator Certification Section no later than **October 1 of the calendar year**, during which the four-year window ends. An applicant's four-year window begins the scholastic year for which the 1<sup>st</sup> PCTF is issued (i.e. The 1<sup>st</sup> PCTF was issued the 2023-2024 scholastic year, the four-year window expires the 2026-2027 scholastic year.) The application process **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.**

All requirements for issuance of the Professional Educator Certificate must be met prior to the **October 1 expiration** date of the four-year window.

The Professional Educator Certificate will be issued in the same teaching field and at the grade level for which the PCTF(s) were issued.

Beginning with the 2022-2023 scholastic year, the Provisional Certificate in a Teaching Field (PCTF) approach no longer requires an applicant to earn three full scholastic years of experience while holding each PCTF. At least one full year of full-time teaching experience is required while holding the PCTF. To consider this option, see the requirements contained herein.

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					
<b>Ethnic Origin (Choose one)</b> <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender (Choose one)</b> <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race (Choose one or more, regardless of Ethnicity)</b> <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. <b>"YES" responses require an attached explanation and any additional supporting documentation (e.g. court certified copies of judgment, conviction, and sentencing).</b>					
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 <b><u>other than the Alabama State Department of Education?</u></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><u>other than the Alabama State Department of Education?</u></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?					

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](mailto:supportservices@alsde.edu).

**APPLICATION PACKET CHECKLIST FOR PROFESSIONAL EDUCATOR CERTIFICATE****Completion of this approach leads to a Class B (bachelor's degree level) Professional Educator Certificate.****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 PFA**.

**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, with a major credit card, at [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 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 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](mailto: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.

**Teaching Experience**

- ☐ Submission of Supplement EXP (*to be completed and submitted by the employing school system at the request of the applicant*)
- Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the expiring PCTF, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the PCTF was held. (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 teaching field and grade level of the first PCTF *only* if the first PCTF was proper certification for the course.)
- If completing this option with less than the required 3 years, at least one full scholastic year of full-time appropriate experience is required.
  - Employment of the applicant may be in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
  - The experience requirement must be met **prior to** application submission.

**Performance Verification**

- ☐ Submission of Supplement BTA (*to be completed and submitted by each employing school system, if applicable*)  
**NOTE: Only required if the applicant held less than three PCTF certificates during their four-year window.**
- Supplement BTA is to be completed by the employing local education agency (LEA) for an applicant completing an alternative approach in a teaching field. This form indicates acceptable performance. This form is required if the individual has less than three alternative certificates during the four-year window.
- If more than two performance indicators are denoted as "Growth Needed" or a response of "No" is procured for question 10, the applicant will be required to complete another full year of full-time teaching experience (with improvement in those areas) even if all other requirements are met. *Since there is a limit on the number of alternative certificates that can be held, the LEA and the applicant should be aware of the applicant's performance at all times.*

**Official Transcripts**

- ☐ Submission of official transcript(s) of the applicant verifying credit earned in all four required courses **prior to October 1**, during which the four-year window ends, with a grade of "C" or above, as specified in the **COURSEWORK REQUIREMENTS** section of this form and through one of the following options:
- ☐ The applicant holds a valid Alabama Professional Educator Certificate in a teaching field and has completed the methods of teaching in the teaching field and at the grade levels for which certification is sought, **OR**
  - ☐ The applicant does not hold a valid Alabama Professional Educator Certificate in a teaching field and has completed the four areas of coursework.

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 applicant, or a personal/business email account will not be accepted.**

**Career and Technical Education**

- ☐ For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education**. The applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate *Alabama State Department of Education's (ALSDE) Career and Technical Education Teacher Certification Program (CTE TCP Level 1) "Session A"* is on file with the Educator Certification Section.

**Testing Requirements**

**If the first PCTF was held during the 2020-2021 scholastic year or thereafter.**

- ☐ Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Pedagogy Assessment (edTPA/PLT) on a test administration date **prior to October 1** of the calendar year for which the PCTF held expires. An applicant who holds a valid Alabama Professional Educator Certificate in a teaching field is exempt from the Pedagogy Assessment requirement.

**Option 1**

Applicant completed **all three scholastic years** on the PCTF Approach and is submitting a passing score on the AECAP:

- ☐ Praxis Principles of Learning and Teaching (PLT) test **OR**
- ☐ edTPA Handbook for the teaching field and at the grade level for which the PCTFs were issued.

**Option 2**

Applicant completed **one or two scholastic years** on the PCTF Approach and is submitting a passing score on the AECAP edTPA Handbook for the teaching field and grade level for which the PCTFs were issued.

Information about the PLT may be found at [Praxis](#). (click: *Alternative Certification Approaches*)

**NOTE:** PCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 **OR** Grades 7-12. PCTFs for grades 6-12 must pass the PLT test for Grades 7-12.

Information about the edTPA may be found at [edTPA](#) (click: *Candidates*).

**NOTE:** If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required.

**COURSEWORK REQUIREMENTS**

1. If the applicant **does not hold** a valid Alabama Professional Educator Certificate in a teaching field, no more than 12 semester hours of applicable coursework with grades of "C" or above, must be earned. Coursework shall include the following:
  - a. classroom management;
  - b. the evaluation of teaching and learning;
  - c. strategies for teaching special needs students in inclusive settings;
  - d. methods of teaching in the teaching field and at the grade level for which certification is sought.
2. If the applicant **holds** a valid Alabama Professional Educator Certificate in a teaching field, the methods of teaching in the teaching field and at the grade level for which certification is sought is the only course required **for issuance of the second** PCTF. No additional coursework is required for the issuance of the third.
3. **Coursework completed ten or more years prior to the July 1 beginning valid period of the first PCTF will not be accepted.**
4. If completing only one year of experience while holding the PCTF, credit must be earned **prior to October 1**, during which the four-year window ends.
5. All courses must be earned at Alabama colleges or universities with State-approved educator preparation programs. The required courses may have been taken at more than one Alabama college or university.

**NOTE:** Courses at Alabama colleges or universities that are currently approved to meet these requirements may be viewed on listings at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Preparation* ⇨ *PCTF/PCCT Approved Provisional Courses*). Only courses from **this approved listing will be accepted.**

**NOTE:** Coursework used for the issuance of a Class B Professional Educator Certificate through the PCTF Approach cannot later be applied to meet coursework requirements of an Alabama Class A (master's degree level) or Class AA (sixth-year level) State-approved educator preparation program in any area.

**Important Information Regarding the Methods of Teaching Course**

methods course may not be available during summer terms.

For the teaching fields of **business/marketing education and family and consumer sciences education, it is recommended** credit for the methods course be earned at an Alabama college or university with a State-approved educator preparation program in **business/marketing education or family and consumer sciences education** for grades 6-12, respectively.

For the teaching field of **computer science**, the methods course must be either Methods of Teaching **Mathematics** for grades 6-12 or Methods of Teaching **General Science or Biology or Chemistry** for grades 6-12. The course must be earned at an Alabama college or university with a State-approved educator preparation program in mathematics, general science, biology, or chemistry for grades 6-12, respectively.

**NOTE: When an Alabama institution has been approved to offer a State-approved educator preparation program in computer science, the methods requirements will be transitioned to Methods of Teaching Computer Science.**

For the teaching fields of **agriscience education, business/marketing education, and career technologies**, the methods course must be earned at an Alabama college or university with a State-approved educator preparation program in a career and technical education teaching field.

**APPLICATION SUBMISSION and ATTESTATIONS****As an applicant for the Professional Educator Certificate, 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 EXP) does not constitute making an application for certification. Incomplete forms will delay the review of the file.
- **Applicant's initials** \_\_\_\_\_ If applicable, I have contacted my employing school system to ensure they have submitted the Supplement EXP and the Supplement BTA.
- **Applicant's initials** \_\_\_\_\_ I also understand if my performance indicators on Supplement BTA denote "Growth Needed" or a response of "No" is procured for question 10, I will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.
- I must meet all Alabama certification requirements of the PCTF Approach in effect on the date the application is received in the Educator Certification Section.
- APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.
- I must **thoroughly read** all requirements of this approach (Form PFA Updated 07/2024).
- I am responsible for keeping all personal data on file in the Educator Certification Section current.
- By affixing my signature to this document, I certify true and correct information is being provided.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_