



## Application for The Second Interim Employment Certificate (IEC) 2024-2025

### FORM IE2

The application process for the Second Interim Employment Certificate for the **2024-2025** scholastic year **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and an Alabama college/university.**

<b>PERSONAL DATA</b> (To be completed by the applicant.)					
<b>Legal Name as it appears on government-issued identification.</b>					
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)	
<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, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: [supportservices@alsde.edu](mailto:supportservices@alsde.edu)

**GENERAL INFORMATION**

This application is to be completed for individuals seeking a second Interim Employment Certificate (IEC) 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).

**RECOMMENDATION**

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

I recommend this applicant for the second IEC in the area of:

<b>Grades Level(s)</b>	<b>Teaching Field or Instructional Support Area</b>

**LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES**

My local board of education is willing to participate in the IEC Approach and has authorized me to employ the individual for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand the IEC 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 IEC Approach.

If an applicant began an alternative 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.

The Provisional Certificate in a Teaching Field (PCTF) (**if the needed teaching field is available** or the Conditional Certificate in a Teaching Field (CCTF) (**if the needed teaching field is available**) may be an option if the applicant is no longer currently enrolled in the Alabama Alternative Class A Preparation Program and has any remaining alternative certificates available within four scholastic years from the July 1 starting date of the first alternative certificate.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal ([Courses Catalog](#)) to ensure the applicant is properly certified for each period/block of the day. I understand the applicant must be employed and if the IEC is the only valid certificate held, his/her assignments must be in the specific teaching field and grade level or in the specific instructional support area of the IEC 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 teaching field and grade level or in the instructional support area requested **only** if the requested IEC is proper certification for the course).* **NOTE: ALSDE Courses must be used and cannot be shredded out**

The IEC in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses that now have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP, etc.). *A request to issue a first IEC in an instructional support area or a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses that now have a course-specific permit.*

The IEC Approach allows up to three IECs to be issued, and all three IECs (*if eligible*) must be held during a four consecutive scholastic year time period.

Failure to appropriately assign the applicant may result in the applicant no longer being eligible to hold an Interim Employment Certificate.

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

IECs issued in **any area of special education, excluding gifted**, require I provide, and the applicant must participate in, high-quality professional development that is sustained, intensive, and classroom-focused **and** a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. Issuance of the subsequent certificate will require that I have documentation the applicant was provided and participated in both while holding the IEC. If requested by the ALSDE, I must provide this documentation to the Educator Certification Section of the ALSDE.

I am verifying 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 SECOND IEC**

If all requirements are met, the IEC will be valid from the date issued through June 30<sup>th</sup> of the same scholastic year. **Boxes are to be checked, as applicable.**

If the first IEC was held during the **2021-2022** or **2022-2023** or **2023-2024** scholastic year, the requirements for issuance of the second IEC to be valid during the **2024-2025** scholastic year are:

**Application Forms**

- ☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of this application **Form IE2**.

**Nonrefundable Application Fee**

- ☐ A \$38.00 **nonrefundable** application fee. **Neither personal checks nor cash will be accepted.** Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 non-refundable fee for issuance.
- 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.

**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.

**Official Transcripts**

- ☐ Submission of the applicant's official transcript.
- 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 that the applicant has credit earned, for at least **three courses** in the Alabama State-approved educator preparation program or the CACREP-accredited school counseling program, which was the basis for issuance of the first IEC **prior to** the date the application for the second IEC is received in the Educator Certification Section.
- 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).

**Proper Assignment**

- ☐ Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application ([Courses Catalog](#)) within the AIM Portal. (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)

**Teacher Mentor**

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

**Special Education**

- ☐ **If the IEC was issued in any area of special education, excluding gifted, this LEA or nonpublic/private school provided the applicant with high-quality professional development that is sustained, intensive, and classroom-focused and intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding the first IEC in any area of special education, excluding gifted. *Documentation is on file with this LEA or nonpublic/private school.***

**REQUIREMENTS FOR THE THIRD IEC**

If the first IEC was held **during** the **2022-2023** scholastic year and the second IEC was held during the **2024-2025** scholastic year, the requirements for issuance of the **third** IEC, valid during the **2025-2026** scholastic year, **OR**

If the first IEC was held during the **2023-2024** scholastic year and the second IEC was held during the **2024-2025** scholastic year, the requirements for issuance of the **third** IEC, valid during the **2025-2026 or 2026-2027** scholastic year are:

**Note:** If the first IEC was held during the 2021-2022 scholastic year and the second IEC is held during the 2024-2025 scholastic year, the applicant will not be eligible for a third IEC.

**Note:** If the first IEC was held during the 2021-2022 scholastic year and the second IEC was *not held* during the 2022-2023, 2023-2024, or 2024-2025 scholastic year, the applicant will not be eligible for a second IEC or a third IEC.

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the **nonrefundable** application fee.
3. **Third** IEC: Submission of the official transcript of the applicant verifying credit earned for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program, which was the basis for issuance of the first IEC. The credit must have been earned **prior to the date the application for the third IEC application** is received in the Educator Certification Section.
4. Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application within the AIM Portal ([Courses Catalog](#)).  
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 or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.
6. **If the IEC is to be issued in any area of special education, excluding gifted, the LEA or nonpublic/private school *must have documentation* the applicant participated in high-quality professional development that was sustained, intensive, and classroom-focused and participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the second IEC in any area of special education, excluding gifted.**

**IMPORTANT INFORMATION & ATTESTATIONS TO BE COMPLETED BY THE APPLICANT****As an applicant through the IEC Approach to certification, I understand:**

1. The Educator Certification Section is unable to determine eligibility for an IEC until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
2. 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. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
3. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. I must earn credit for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the second IEC (*if eligible*) is received in the Educator Certification Section.
5. I must earn credit for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the third IEC (*if eligible*) is received in the Educator Certification Section.
6. All IECs (*up to three, if eligible*) must be held during a four consecutive scholastic year time period.
7. If my IECs are in school counseling through the CACREP-accredited School Counseling program option, **prior to completion of that program** I must attain a passing score on the National Counseling Examination for Licensure and Certification (NCE) for issuance of my Professional Educator Certificate in school counseling through the CACREP approach (see Form KRP, *Application for Alabama Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program*).
8. I must meet either the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program requirements to receive a recommendation for the Professional Educator Certificate or Professional Leadership Certificate from an Alabama college or university.
9. I, in conjunction with the Alabama college or university, must apply for the Professional Educator Certificate or Professional Leadership Certificate upon completion of all requirements of the State-approved educator preparation program or CACREP-accredited School Counseling program.
10. *If my IEC is in any area of special education, excluding gifted, I must participate in high-quality professional development that is sustained, intensive, and classroom-focused and participate in a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding each IEC.*
11. If I have held three IECs and have not completed all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program for the Professional Educator Certificate or Professional Leadership Certificate in the area and the grade level of the three IECs, I shall no longer be eligible for employment under an IEC or any alternative certificate approach.
12. 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 certificate combination thereof.
13. **Applicant's Initials** \_\_\_\_\_ I understand I must meet all requirements of the Alabama Educator Certification Assessment Program in effect on the date my application for the Professional Educator Certificate or the Professional Leadership Certificate is received in the Educator Certification Section. I must consult with the Certification Officer at the Alabama college or university where I am enrolled for additional information on the testing requirements, I must meet for issuance of my Professional Educator Certificate or Professional Leadership Certificate.
14. **Applicant's Initials** \_\_\_\_\_ I understand it is solely the responsibility of the Alabama college or university at which I am currently enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda. I also understand issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements were not met.
15. **Applicant Initials** \_\_\_\_\_ I must thoroughly read this application for requirements to obtain the subsequent Interim Employment Certificates, and I have received a photocopy of this form reflecting signatures.

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**IMPORTANT INFORMATION & ATTESTATIONS TO BE COMPLETED BY THE APPLICANT**

**Continued**

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

17. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

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