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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

Application for Computer Course-Specific Permit for the 2024-2025 Scholastic Year
FORM CSP

This application is to be completed for individuals seeking the Computer Science Course-Specific Permit and **submitted by the employing Alabama county/city superintendent** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

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)*
- ☐ (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 **other than the Alabama State Department of Education**?

☐ 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 **other than the Alabama State Department of Education**?

☐ 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

Name: _____ **SSN:** _____

RECOMMENDATION

To be completed by the employing county/city superintendent.

The applicant has completed the course-specific training(s) by an ALSDE-approved training provider(s). I recommend this applicant for the following Computer Science Course-Specific Permit(s) to teach the corresponding course(s):

✓	Course Number	Name of Computer Science Course and Corresponding Permit	ALSDE-Approved Training Provider(s)
	10099G6800	App Creators-PLTW *(grades 6-8)*	• Project Lead the Way
	10012G0608	Computer Science Discoveries *(grades 6-8)*	• A+ College Ready
	10099G6801	Computer Science for Innovators and Makers-PLTW *(grades 6-8)*	• Project Lead the Way
	10013G0808	CS Makers *(grade 8)*	• Tuskegee University: CS Makers
	10157E1000	Computer Science A, AP *(grades 9-12)*	• A+ College Ready *or* • College Board *or* • Project Lead the Way
	10012G0606	Computer Science Endeavors *(grade 6)*	• A+ College Ready
	10013G1000	Computer Science Essentials-PLTW *(grades 9-12)*	• Project Lead the Way
	10159E10HL	Computer Science HL, IB *(grades 9-12)*	• International Baccalaureate
	10019E1000	Computer Science Principles, AP *(grades 9-12)*	• A+ College Ready *or* • College Board *or* • Project Lead the Way *or* • The University of Alabama *or* • PACS - UTeach – University of Texas-Austin
	10159E10SL	Computer Science SL, IB *(grades 9-12)*	• Internationall Baccalaureate
	10012G0808	Computer Science and Society *(grade 8)*	• A+ College Ready
	10016G1000	Cybersecurity-PLTW *(grades 9-12)*	• Project Lead the Way
	10012G1001	Exploring Computer Science *(grades 9-12)*	• Tuskegee University: Exploring Computer Science *or* • PACS – Exploring Computer Science
	10012G1002	Introduction to Computer Science -TEALS *(grades 9-12)*	• TEALS
	10011G1000	Introduction to Digital Literacy and Computer Science – ACCESS *(grades 9-12)*	• ACCESS
	10152G1001	Programming Foundations *(grades 9-12)*	• A+ College Ready

LEA AUTHORIZATION and RESPONSIBILITIES

- I understand the Computer Science Course-Specific Permit is valid from the date of issuance through the remainder of the same scholastic year and thereafter for the next three consecutive scholastic years and is **nonrenewable.**

- I understand the Computer Science Course-Specific Permit allows the individual to only teach the computer science course(s) for which the permit is issued.

- I understand prior to the expiration of the Computer Science Course-Specific Permit, the applicant must have completed the requirements and applied for the Professional Educator Certificate endorsed in Computer Science *or* the Degree Equivalent Technical Education Career and Technical Certificate endorsed in Technical Education: Computer Science to continue to be properly certified to teach the computer science course(s) for which a permit(s) was issued.

- I have checked the **current** Alabama State Department of Education (ALSDE) Departmental Portal to ensure the applicant is properly certified for each period/block of the day.

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

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

_____
Signature of Superintendent

_____
Typed or Printed Name

_____
School System

_____
Date

	APPLICATION CHECKLIST
	Application Forms
❑	<u>Submission of</u> Supplement CIT <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States.
❑	<u>Submission of</u> this application **Form CSP** by the employing county/city superintendent.
	Nonrefundable Application Fee
❑	A $38.00 *nonrefundable* application fee. Each additional permit for which an applicant is determined to be eligible will require a $38.00 non-refundable 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 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
❑	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.

- 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.

❑	The applicant holds: ❑ A **valid** Alabama Professional Educator Certificate, *or* ❑ A **valid** Alabama Professional Leadership Certificate, *or* ❑ At least a **valid** Alabama Bachelor's Equivalent 2 Career and Technical Certificate.

APPLICATION REQUIREMENTS

Completion of approved training(s) by an ALSDE-approved provider(s) for the requested Computer Science Course-Specific Permit(s). The ALSDE-approved training provider(s) for the corresponding course-specific permit(s) are listed in the **RECOMMENDATION** section of this form.

The applicant must meet one of the following three options:

❑ **Option 1**. The applicant completed approved training by an ALSDE-approved provider for the requested Computer Science Course-Specific Permit(s) *within 3 years* (36 months) immediately prior to receipt of this application in the Educator Certification Section.

    ❑ Submission of a photocopy of the applicant's PowerSchool Professional Learning Training History Report *and/or* a photocopy of the applicant's certificate(s) of completion verifying the approved training(s) for the requested course-specific permit(s) were completed:

Name of Course-Specific Permit Requested	Name of Training	Name of Provider	Date Training was Completed

❑ **Option 2**. The applicant:
- Completed approved training by an ALSDE-approved provider for the requested Computer Science Course- Specific Permit(s) *more than 3 years* (36 months) immediately prior to receipt of this application in the Educator Certification Section; **and**
- Taught the course(s) for which the Computer Science Course-Specific Permit(s) is requested at least one Time *within 2 years* (24 months) immediately prior to receipt of this application in the Educator Certification Section.

    ❑ Submission of a photocopy of the applicant's PowerSchool Professional Learning Training History Report *and/or* a photocopy of the applicant's certificate(s) of completion verifying the approved training(s) for the requested course-specific permit(s) were completed:

Name of Course-Specific Permit Requested	Name of Training	Name of Provider	Date Training was Completed

AND

    ❑ Submission of Supplement EXP verifying that the course for which the course-specific permit is requested was taught by the applicant at least one time *within 2 years* (24 months) immediately prior to receipt of this application in the Educator Certification Section. The Supplement EXP must be completed by the school system or nonpublic/private school where the applicant was employed when the course was taught:

Name of Public School System or Nonpublic/Private School Where the Course was Taught	Name and Six-Digit Number of Course(s) Taught	School Year and Term Course Was Taught

❑ **Option 3.** The applicant earned credit for an ALSDE-approved college course at an Alabama college/university for the requested Computer Science Course-Specific Permit(s).

    ❑ Submission of the official transcript(s) of the applicant verifying college credit was earned for the ALSDE-approved course at an approved Alabama college/university:

Prefix, Number, and Title of Approved Course(s)	Name of Alabama College/University Where Credit Was Earned	Year and Term Course Was Earned

Note: **Courses completed over 5 years (60 months) immediately prior to receipt of the application in the Educator Certification Section will not be accepted.**

Name: _____ *SSN:* _____

APPLICATION SUBMISSION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

- 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., certificates of completion) does not constitute making an application for a course-specific permit. Incomplete forms will delay the review of the file.

- I understand the Computer Science Course-Specific Permit is valid from the date of issuance through the remainder of the same scholastic year and thereafter for the next three consecutive scholastic years and is **nonrenewable.**

- *Applicant's Initials* _____ I understand that prior to the expiration of my Computer Science Course-Specific Permit, I must complete the requirements and apply for the Professional Educator Certificate endorsed in Computer Science or the Degree Equivalent Technical Education Certificate endorsed in Technical Education: Computer Science to continue to be properly certified to teach the course(s) for which I have held a Computer Science Course-Specific Permit(s).

- I understand that the Computer Science Course-Specific Permit allows me to teach only the Computer Science course(s) for which my permit is issued.

- I understand that I must **thoroughly read** all requirements of this approach.

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

- A photocopy of this form, reflecting signatures, has been given to me, and I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

- By affixing my signature to this document, I am certifying that true and correct information is being provided.

**FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN
REVOCATION OR NON-ISSUANCE OF YOUR COURSE-SPECIFIC PERMIT.**

_____
Date

_____
Signature of Applicant