

**ALABAMA STATE DEPARTMENT OF EDUCATION
EDUCATOR CERTIFICATION SECTION**

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[Alabama Achieves](http://AlabamaAchieves.org)

SUPPLEMENT SE1

Supplement SE1 is to be completed by the certification official at the authorized Alabama college/university to verify approved coursework for individuals who are seeking a Temporary Special Education Certificate (TSEC). The certification official will forward this completed Supplement SE1 to the employing local education agency (LEA). This form should be completed for issuance of the **first**, **second**, and **third** TSECs, as applicable; however, an official transcript is required for issuance of the Professional Educator Certificate.

First Middle Maiden Last Name Social Security Number

COURSEWORK GUIDELINES

- Coursework must be completed at an Alabama college/university that has been authorized to provide coursework for the TSEC Approach. All coursework must be completed **at the same Alabama college/university.**
- Coursework completed ten or more years prior to the July 1 beginning valid period of the first TSEC will not be accepted.
 - a. Courses will only be accepted from an authorized Alabama college/university.
 - b. Courses must be the exact courses on the current approved listing.
 - c. REMINDER-All coursework must be completed **at the same Alabama college/university.**
- Credit must be earned **prior to October 1** of the calendar year during which the TSEC expires.
- A grade of "C" or above must be earned in each course.
- Enrollment in or completion of at least one course is required for issuance of the first TSEC.
- Completion of at least two approved courses is required for issuance of the second TSEC.
- Completion of at least two additional approved courses is required for issuance of the third TSEC.

COURSEWORK VERIFICATION

Course Number & Course Name	Course Status	Grade Attained	Term
	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Course Completed		
	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Course Completed		
	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Course Completed		
	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Course Completed		
	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Course Completed		

OFFICIAL AUTHORIZATION

Date

Signature of Authorized Certification Official

Name of Alabama Institution