



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 | ALSDE](#)

Paper Clip Only. Do NOT Staple

Junior Reserve Officer Training Corps (JROTC) Certificate
Application and Summary of Requirements 2025-2026 Scholastic Year

FORM RTC

The application process for the JROTC Certificate **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.**

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) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	Gender (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	Race (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
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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 Month/Year	Dates Attended Ended Month/Year

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 individuals seeking initial issuance or re-issuance of the JROTC Certificate 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).

The Educator Certification Section is unable to determine eligibility for the JROTC Certificate until Form RTC, and all required components have been received. The submission of supporting documents ONLY (e.g., application fee) does not constitute making an application for a JROTC Certificate.

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file.

The JROTC Certificate cannot be renewed but may be reissued.

RECOMMENDATION

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

I recommend this applicant for ☐ initial issuance **OR** ☐ reissuance of the JROTC certificate. It is my desire to employ the applicant for the scholastic year beginning July 1, _____, to serve as a JROTC instructor. I hereby certify that he/she has been recommended and approved by a branch of the United States military to serve in this capacity.

LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

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 the applicant's assignments must be in the area for which the JROTC Certificate I am requesting is proper certification.

Failure to appropriately assign the applicant 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.

LEA/Nonpublic/Private School Representative's Initials:

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Mailing Address

City

State

ZIP Code

Email Address

Telephone Number

Date

APPLICATION PACKET CHECKLIST

Required for issuance of the JROTC Certificate. *Boxes are to be checked, as applicable.*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <u>Submission of</u> Supplement CIT <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | <u>Submission of</u> this application Form RTC . |
| <input type="checkbox"/> | 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 or through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at [Educator Certificate / License Payments | ALSDE](#) (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.
- | | |
|--------------------------|--|
| <input type="checkbox"/> | 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 [Certification 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 Center | 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 [Certification 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

APPLICATION SUBMISSION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

1. 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 CIT) does not constitute making an application for certification. Incomplete forms will delay the review of the file.
2. **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* ⇨ *Career/Technical Certificates* ⇨ *JROTC*).
3. I understand that I must **thoroughly read** all the requirements of this approach (Form RTC 05/2025).
4. If necessary, I give my permission for the Alabama public school system, Alabama nonpublic school, or Alabama college/university to forward any credential(s) required to support this certification request.
5. I certify all information on this application form is true and correct. Failure to submit accurate information may result in the revocation or non-issuance of my certificate.
6. I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.
7. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____

Signature of Applicant _____