



**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: _____

The Second Provisional Certificate in Library Media or School Counseling (PCLS Approach for the 2025-2026 Scholastic Year)

FORM 2LC

A complete application packet must be received in the Educator Certification Section by **October 1 or postmarked no later than October 1 of the scholastic year for which the PCLS is being requested**. The application process for the PCLS 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
---	--	---

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

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 a second Provisional Certificate in Library Media or School Counseling (PCLS) 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).

A complete application packet must be received in the Educator Certification Section by **October 1, 2025, or postmarked no later than October 1, 2025.**

An applicant who holds an expired Class A or Class AA Professional Educator Certificate in Library Media or School Counseling **is not** eligible to pursue the PCLS Approach in the same instructional support area(s).

A request for a PCLS may only be considered for an individual who is not eligible for certification in the specified area through any other alternative, reciprocal, or traditional approach.

RECOMMENDATION

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

I recommend this applicant for the first PCLS for grades P-12 in the instructional support area of:

☐ Library Media **OR**
☐ School Counseling.

LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

My local board of education is willing to participate in the PCLS Approach and has authorized me to employ, as a full-time employee, the individual for whom this application packet is being submitted, subject to the issuance of a valid provisional certificate. I understand that the PCLS 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 PCLS Approach.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal to ensure the applicant will be properly certified for each period/block of the day. Although several courses appear in the Courses Application as proper certification for the PCLS, 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 area of instructional support requested, only if requested.

I understand the first and second PCLS must be held by the applicant within four scholastic years from the July 1 beginning date of the first PCLS.

I understand a PCLS is only valid for employment with the public school system or a nonpublic/private school to which the PCLS is issued.

I understand failure to appropriately assign the applicant may result in the applicant no longer being eligible to pursue a Professional Educator Certificate through the PCLS Approach.

I understand failure to appropriately assign the applicant may result in the applicant no longer being eligible to pursue a Professional Educator Certificate through the PCLS Approach.

I am verifying that 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

Email Address

Telephone Number

Date

APPLICATION PACKET CHECKLIST FOR THE SECOND PCLS

If the first PCLS was held during the **2022-2023, 2023-2024, or 2024-2025** scholastic year, the requirements for issuance of the second PCLS, valid **July 1, 2025, to June 30, 2026**, are: *Boxes are to be checked, as applicable.*

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 2LC**.

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, (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 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.

Experience Verification

- ☐ Submission of Supplement EXP verifying the applicant's full scholastic year of full-time professional educational work experience while holding the first PCLS during the **2022-2023, 2023-2024, 2024-2025** scholastic year, with the **full-time assignment** having been in the area for which the first PCLS was issued and was proper certification.

Teacher Mentor

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

Proper Assignment

- ☐ Proper assignment of the applicant each period/block of the day only in the area of the requested PCLS based on the **current** ALSDE Departmental Portal. **(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 area of instructional support of the second PCLS only if the second PCLS was proper certification for the course.)** (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in Library Media or School Counseling Approach. **This application must be submitted by the individual and must be received in the Educator Certification Section by, or must be postmarked no later than, October 1 of the calendar year during which the second PCLS expires.**
2. Submission of the *nonrefundable* application fee.
3. Submission of Supplement EXP verifying the applicant's full scholastic year of full-time professional educational work experience while holding the second PCLS during the **2025-2026** scholastic year, with the full-time assignment having been in the area for which the second PCLS was issued and was proper certification.

IMPORTANT INFORMATION

As an applicant through the Provisional Certificate in Library Media or School Counseling (PCLS) Approach to certification, I understand that:

- Meeting requirements of the PCLS Approach leads to a Professional Educator Certificate for grades P-12 in the area and at the degree level of the two PCLSs held.
- The first and second PCLS must be held within four scholastic years from the July 1 beginning date of the first PCLS. **Each PCLS application must be received in the Educator Certification Section no later than October 1 of the scholastic year for which the certificate is to be issued.**
- I must have completed one full scholastic year of full-time professional educational work experience in the area of the first PCLS while holding the first PCLS. If not, the second PCLS cannot be issued.
- For the issuance of the Professional Educator Certificate, I must complete two full scholastic years of full-time professional educational work experience while holding both PCLSs, and my full-time assignment each year must be in the area for which the PCLSs were issued and be proper certification.
- I must submit an application for the issuance of the Professional Educator Certificate, and the application must be received in the Educator Certification Section no later than **October 1 of the calendar year for which the second PCLS expires.**
- If I held the first and second PCLS and have not completed the requirements for the Professional Educator Certificate, by the expiration date of the second PCLS, I shall no longer be eligible for employment under a PCLS or any provisional certificate approach.
- 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 alternative certificate combination thereof.

APPLICATION SUBMISSION and ATTESTATIONS

- I understand the Educator Certification Section is unable to determine eligibility for a PCLS until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
- I understand 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.
- I understand that **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL AND MUST HAVE A HANDWRITTEN SIGNATURE. ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.**
- 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* ⇨ *Alternative Certificates – Provisional Certificate in Library Media or School Counseling*).
- I understand that I must **thoroughly read** all requirements of this approach.
- I understand what is required to obtain the Professional Educator Certificate through this approach, and I have received a photocopy of this form, reflecting signatures.
- **Applicant Initials** _____ I shall no longer be eligible for certification under the PCLS or any alternative certificate approach **for five years** if I do not complete this approach or any other eligible alternative approach in its entirety and earn the Professional Educator Certificate no later than **October 1 of the calendar year for which the second PLCS expires.**
- **Applicant Initials** _____ I understand I must make an application for the issuance of the **Professional Educator Certificate**, and the application must be received in the Educator Certification Section **no later than October 1, 2026.**
- I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.
- I understand that by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ Signature of Applicant _____