



**Professional Certificate following the Temporary Special Education (TSEC) Approach  
 2024-2025 Scholastic Year**

**FORM PFS**

A complete application packet must be received in the Educator Certification Section no later than **October 1 of the calendar year**, during which the four-year window ends. An individual’s four-year window begins the scholastic year for which the 1<sup>st</sup> TSEC is issued (i.e. The 1<sup>st</sup> TSEC is issued the 2022-2023 scholastic year, the four-year window expires the 2025-2026 scholastic year). The application process **must be completed in conjunction with an employing Alabama county/city superintendent.**

All requirements for issuance of the Professional Educator Certificate must be met prior to the **October 1 expiration** date of the four-year window.

<b>PERSONAL DATA</b>					
<i>Legal name as it appears on government issued identification.</i>					
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 (Choose one)</b> <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender (Choose one)</b> <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race (Choose one or more, regardless of Ethnicity)</b> <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. <b>“YES” responses require an attached explanation and any additional supporting documentation (e.g. court certified copies of judgment, conviction, and sentencing).</b>					
<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><u>other than the Alabama State Department of Education?</u></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><u>other than the Alabama State Department of Education?</u></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?					

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).

**APPLICATION PACKET CHECKLIST FOR PROFESSIONAL EDUCATOR CERTIFICATE**

Completion of this approach leads to a Class B (bachelor's degree level) Professional Educator Certificate.

**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 PFS**.

**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, through the [ALSDE Educator Certification Online Payment System](#) (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 [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 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 [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.

**Teaching Experience**

- Submission of Supplement EXP (*to be completed and submitted by the employing school system at the request of the applicant*)

The Temporary Special Education Certificate (TSEC) requires at least one full year of full-time teaching experience while holding the TSEC from the Alabama county/city school system that requested the TSEC certificate(s).

Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the expiring TSEC, with the **full-time assignment** having been only teaching courses for Collaborative Teacher, grades 6-12. (The applicant may have been assigned for no more than one period/block of the day to a course that was not for Collaborative Special Education if the first TSEC was proper certification for the course.)

- If completing this option with less than the required 3 years, at least one full scholastic year of full-time appropriate experience is required.
- Employment of the applicant may be in a combination of no more than two public school systems while holding a TSEC.
- Allowable work experience must have been earned at the public school system that requested the TSECs.
- The experience requirement must be met **prior to** application submission.

**Performance Verification**

- Submission of Supplement BTA (*to be completed and submitted by the employing school system*)  
**NOTE: Only required if the applicant held less than three TSEC certificates during their four-year window.**

Supplement BTA indicating acceptable performance. If the applicant's performance indicators denote more than two "Growth Needed" or a response of "No" is procured for question 10, the individual will be required to complete another full year of full-time teaching experience (with improvement in those areas) even if all other requirements are met. [Since there is a limit on the number of alternative certificates that can be held, the LEA and the individual should be aware of the individual's performance at all times.](#)

### Official Transcript

- Submission of official transcript(s) verifying credit earned for **all approved courses as outlined by the authorized Alabama college or university**. Official transcripts must be submitted securely to the Educator Certification Section using **one** of the following options:
- Option 1:** Mailed to the Educator Certification Section in a sealed envelope from the institution.  
Alabama State Department of Education • Educator Certification Section • 5215 Gordon Persons Building • Post Office Box 302101 • Montgomery, AL 36130
  - Option 2:** Submitted securely to the Educator Certification Section through electronic transmission by the National Student Clearinghouse. **Do not select the ETX option.**
  - Option 3:** Submitted securely to the Educator Certification Section through electronic transmission **from the institution** as an electronic PDF, to [certtranscripts@alsde.edu](mailto:certtranscripts@alsde.edu). **Transcripts submitted from an individual or a personal/business email account will not be accepted.**

See the [COURSEWORK REQUIREMENTS](#) section of this form for specific information.

### PowerSchool Professional Learning

- Submission of the applicant's PowerSchool Professional Learning training history verifying completion of **all** required ALSDE-developed Special Education Professional Learning activities.

See the [SPECIAL EDUCATION PROFESSIONAL LEARNING](#) section of this form for specific information.

### Practical Field Experience

- Submission of Supplement PFE verifying participation in the **four** required practical field experiences (e.g., classroom observation, co-teaching training).

### Testing Requirement

- Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the Praxis subject area on a test administration date attained prior to the **October 1 expiration** date of the four-year window.

See the [TESTING REQUIREMENTS](#) section of this form for specific information.

**COURSEWORK REQUIREMENTS**

1. Coursework must be completed at an Alabama college/university that has been authorized to provide coursework for the TSEC Approach.
2. All coursework must be completed **at the same Alabama college/university**. Authorized institutions and approved courses can be found at [Alabama Achieves](#) (click *Teachers & Administrators* ☞ *Teacher Center* ☞ *Teacher Certification* ☞ *Alternative Certificates* ☞ *Special Education Temporary Certificate*).
3. Coursework content areas shall include all the following:
  - a. Survey of Special Education,
  - b. Collaboration/Consultation,
  - c. Methods and Assessment,
  - d. Special education laws, and
  - e. Behavior Analysis/Modification.
4. 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**.
5. 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.

**SPECIAL EDUCATION PROFESSIONAL LEARNING**

1. ALSDE-developed Special Education Professional Learning activities must be completed as part of the TSEC Approach.
2. Special Education Professional Learning areas shall include all the following:
  - a. Role of a Special Education Teacher, Person First Skills, and ALSDE Special Education Resources,
  - b. Development and Characteristics of Learners,
  - c. Planning and Learning Environment,
  - d. Instruction,
  - e. Assessment, and
  - f. Foundations and Professional Responsibilities.
3. The required Special Education Professional Learning activities must be successfully completed **prior to October 1** of the calendar year during which the TSEC expires.

*For information regarding Special Education Professional Learning activities, contact Special Education Services by email at [tsec@alsde.edu](mailto:tsec@alsde.edu) or by phone at (334) 694-4782.*

**TESTING REQUIREMENTS**

1. Individuals must meet current requirements of the Alabama-prescribed Praxis subject area test(s) for issuance of the Professional Educator Certificate. The Alabama-prescribed test is Praxis #5354 Special Education: Core Knowledge. Alabama's newly adopted Praxis #5355 Special Education: Core Knowledge and Applications will be accepted in lieu of Praxis #5354 Special Education: Core Knowledge. A passing score must be attained prior to the **October 1 expiration** date of the four-year window.
2. ONLY Alabama-prescribed Praxis subject area test(s) are accepted.
3. The required subject area test(s) and passing scores for the TSEC may be found at [Praxis](#)
4. For Alabama-prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.
5. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant's complete Social Security number directly from ETS to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.

**Praxis Test Changes**

Praxis Test Code	Praxis Test Title	Required Score	Test Passed, and 1 <sup>st</sup> TSEC issued Prior To	Application for the <b>Professional Educator Certificate</b> Must be Received in the Educator Certification Section by or Postmarked by
5354	Special Education: Core Knowledge and Applications	153	September 1, 2024	October 1, 2028
Praxis Test Code	Praxis Test Title	Required Score	1 <sup>st</sup> TSEC held during the 24-25 scholastic year, and thereafter	Application for the <b>Professional Educator Certificate</b> Must be Received in the Educator Certification Section by or Postmarked by
5355 <b>(NEW)</b>	Special Education: Core Knowledge and Applications <i>(See memo dated 4-24-2024)</i>	145	September 1, 2024	October 1, 2024, and thereafter

**LEA ATTESTATIONS**

This form must be **completed and signed by the individual** applying for the TSEC. It should then be **signed by the employing Alabama county/city superintendent** and sent directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

- If applicable, I have submitted the signed Supplement EXP, Supplement BTA, and Supplement PFE Forms. Forms can be found at [Alabama Achieves | Temporary Special Education Certificate \(TSEC\)](#).
- **I understand obtaining a Professional Educator Certificate requires submission of work experience, but the earned work experience is only applicable to the public school system that requested the TSECs.**
- The individual has met all Alabama certification requirements of the TSEC Approach in effect on the date the application is received in the Educator Certification Section.
- APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.
- I have **thoroughly read** all the requirements of this approach (Form PFS).
- I am responsible for keeping all personal data on file in the Educator Certification Section current.
- By affixing my signature to this document, I am certifying that true and correct information is being provided.
- I have read the Supplement BTA **Beginning Teacher Alternative Certification Program** form and understand the terms. If the individual holds less than 3 TSECs within the four scholastic years from the issuance of the first TSEC, I must submit a Beginning Teacher Alternative Certification Program (Supplement BTA) form from each eligible LEA and receive successful performance indicators on the Supplement BTA form. I also understand if the performance indicators denote more than two "Growth Needed" or a response of "No" is procured for question 10, **this form cannot be submitted**. The individual will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.

*To be completed by the employing county/city superintendent.*

I confirm this applicant has met all requirements as outlined in this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Alabama Superintendent

\_\_\_\_\_  
Name of Alabama Local Education Agency

**IMPORTANT INFORMATION AND ATTESTATIONS TO BE COMPLETED BY THE APPLICANT****As an applicant for the Professional Educator Certificate, 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 EXP) does not constitute making an application for certification. Incomplete forms will delay the review of the file.
- If applicable, I have contacted my employing school system to ensure they have submitted the Supplement EXP, Supplement BTA, and Supplement PFE Forms.

Forms can be found at [Alabama Achieves | Temporary Special Education Certificate \(TSEC\)](#).

- **Applicant's Signature:** \_\_\_\_\_ I understand that obtaining a professional educator certificate requires work experience, but the earned work experience is only applicable to the public school system that requested the TSECs.
- **Applicant's Signature:** \_\_\_\_\_ If I hold less than 3 PCTFs, within the four scholastic years from the July 1 start date of my first TSEC, I must request a **Beginning Teacher Alternative Certification Program (Supplement BTA) Form** from my **current** employing LEA **and** receive successful performance indicators on Supplement BTA. I also understand if my performance indicators denote **more than two** "Growth Needed" or a response of "No" is procured for question 10, I will be required to complete another full year of full-time, teaching experience (with improvement in those areas), even if all other requirements are met.
- I must meet all Alabama certification requirements of the TSEC Approach in effect on the date the application is received in the Educator Certification Section.
- APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.
- I must **thoroughly read** all requirements of this approach (Form PFS).
- I am responsible for keeping all personal data on file in the Educator Certification Section current.
- By affixing my signature to this document, I am certifying that true and correct information is being provided.

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