

Alabama State Department of Education
Educator Certification Section

5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101
Telephone: (334) 694-4557



This section must be completed by the Alabama college/university.

Institution Code: _____

SUPPLEMENT SA1^a

2025-2026 Scholastic Year

Alternative Class A State-approved Educator Preparation Program

OR

Traditional Class A or Class AA State-approved Educator Preparation Programs

OR

CACREP-accredited School Counseling Program

Supplement SA1^a must be completed for all individuals unconditionally admitted prior to August 1, 2025. This form is to be completed by the Alabama college or university certification official for individuals who have been employed by an Alabama county/city superintendent or administrator of an eligible nonpublic/private school and are seeking a **First** Interim Employment Certificate (IEC). Individuals **must be unconditionally admitted and currently enrolled** in an Alabama State-approved educator preparation program or CACREP-accredited School Counseling program. Unconditional admission must be obtained **prior to** the date the application for the first IEC is received in the Educator Certification Section.

I certify that _____ met:
First Middle Maiden Last Name Social Security Number

Date of Unconditional Admission	Teaching Field, Instructional Support Area, or Instructional Leadership (e.g., Alternative Class A teaching field, Special Education teaching field, Reading Specialist, School Counseling)	Grade Level(s)

Alternative Class A Teaching Field

State Rule 290-3-3-.42 for unconditional admission to an **Alternative Class A State-approved educator preparation program**:

- ☐ I have **attached and personally signed** copies of the applicant's official transcript(s) verifying the required degree and grade point average were met prior to **unconditional admission**, as noted below.

Name of College/University	Degree	Major	Date Degree Conferred	GPA	Regionally Accredited
					<input type="checkbox"/> Yes <input type="checkbox"/> No

- ☐ Admitted with a minimum overall grade point average (GPA) of at least 2.5 on a 4.0 scale on the bachelor's degree or 3.0 on a 4.0 scale on the master's or higher degree.
- ☐ Admitted **on or after** April 17, 2019, with a minimum overall grade point average (GPA) of at least a 2.0 on a 4.0 scale on the bachelor's degree with the increased Praxis score(s) on the prescribed Praxis subject area test(s) for the teaching field(s), as shown on the Increased Praxis Score Option document, attained prior to the date of unconditional admission (*complete chart below*).

The overall GPA must be the GPA used as the basis for granting the degree and posted on the official transcript of the degree-granting institution. An applicant who holds a valid Professional Educator Certificate or valid Professional Leadership Certificate is exempt from the GPA requirement.

	Praxis Subject Area Test(s)	Praxis Test Code(s)	Date Praxis Test(s) Taken	Increased Praxis Score(s)	
				Required	Attained

^a – Based on the 2021 Educator Preparation Chapter of the Alabama Administrative Code rules

English for Speakers of Other Languages

State Rule 290-3-3-.43 for unconditional admission to a **traditional Class A State-approved educator preparation program.**

- ☐ I have **attached and personally signed** a copy of the applicant's prerequisite **valid Alabama Professional Educator Certificate** in a teaching field.

State Rule 290-3-3-.53 for unconditional admission to a **traditional Class AA State-approved educator preparation program.**

- ☐ I have **attached and personally signed** a copy of the applicant's prerequisite **valid Alabama Professional Educator Certificate** in a teaching field.

Instructional Leadership

State Rule 290-3-3-.47 for unconditional admission to a **traditional Class A State-approved educator preparation program.**

- ☐ I have **attached and personally signed** a copy of the applicant's prerequisite **valid Alabama Professional Educator Certificate** in a teaching field or another area of instructional support.
- ☐ Admitted **on or after** August 1, 2010:
- ☐ I have **attached and personally signed** Supplement EXP verifying **three** full years (or six full semesters) of full-time, professional educational work experience in a P-12 setting with at least one full year of full-time P-12 classroom teaching experience.
- ☐ Admitted **on or after** January 1, 2022, and holds **only** a valid Alabama Professional Educator Certificate endorsed in **library media or school counseling**:
- ☐ I have **attached and personally signed** Supplement EXP verifying **seven** full years of full-time professional educational work experience as a library media specialist or school counselor, in a P-12 setting, and in the same school system.
 - ☐ I have **attached and personally signed** a copy of the applicant's written recommendation from the current employing Alabama superintendent.

Library Media

State Rule 290-3-3-.48 for unconditional admission to a **traditional Class A State-approved educator preparation program.**

- ☐ I have **attached and personally signed** a copy of the applicant's prerequisite **valid Alabama Professional Educator Certificate** or a **valid Alabama Professional Leadership Certificate**.
- ☐ I have **attached and personally signed** a copy of the applicant's Supplement EXP verifying the required acceptable professional educational work experience earned prior to **unconditional admission**, as noted below.
- ☐ Admitted between **July 1, 2017**, and **June 30, 2019**, and has earned **two** full years of full-time, acceptable professional educational work experience.
 - ☐ Admitted **July 1, 2019, or thereafter**, and has earned **two** full years of full-time, acceptable P-12 professional educational work experience.

Reading Specialist

Candidates must have been admitted prior to Fall 2024.

State Rule 290-3-3-.45 for unconditional admission to a **traditional Class A State-approved educator preparation program.**

- ☐ I have **attached and personally signed** a copy of the applicant's:
- prerequisite **valid Alabama Professional Educator Certificate** in early childhood education, elementary education, or collaborative special education (grades K-6) **and**
 - Supplement EXP verifying two full years of full-time classroom teaching experience earned prior to unconditional admission.

~OR~

- ☐ I have **attached and personally signed** a copy of the applicant's:
- prerequisite **valid Alabama Professional Educator Certificate** in a teaching field or area of instructional support, **and**
 - Supplement EXP verifying two full years of full-time classroom teaching experience earned prior to unconditional admission.
- I have **verified** a **current passing score** on the Praxis test 5206 Teaching Reading K-12, validated for use in Alabama.

School CounselingState Rule 290-3-3-.49 for unconditional admission to a **traditional Class A State-approved educator preparation program**.

- ☐ I have **attached and personally signed** a copy of the applicant's prerequisite **valid Alabama** Professional Educator Certificate or a **valid Alabama** Professional Leadership Certificate.
- ☐ I have **attached and personally signed** a copy of the applicant's Supplement EXP verifying the required acceptable professional educational work experience earned prior to **unconditional admission**, as noted below.
- ☐ Admitted between **July 1, 2017**, and **June 30, 2019**, and has earned **two** full years of full-time, acceptable professional educational work experience.
 - ☐ Admitted on **July 1, 2019, or thereafter**, and has earned **two** full years of full-time, acceptable P-12 professional educational work experience.

School Counseling (CACREP Approach)State Rule 290-3-2-.22 for unconditional admission to a **CACREP-accredited School Counseling program**.

- ☐ I have **attached and personally signed** a copy of the applicant's official transcript verifying at least a bachelor's degree, earned prior to unconditional admission to the CACREP-accredited School Counseling program, from a senior institution that was regionally accredited or accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was earned.

Special EducationState Rule 290-3-3-.41 and 290-3-3-.53 for unconditional admission to a **traditional Class A or Class AA State-approved educator preparation program**.

- ☐ I have **attached and personally signed** a copy of the applicant's prerequisite **valid Alabama** Professional Educator Certificate in a teaching field.

AUTHORIZATION and RESPONSIBILITIES

- I certify the named applicant has been placed on the appropriate SA1 (**SA1^a** or **SA1^b**) based on the date of unconditional admission.
- I certify the named applicant is currently enrolled and has met all unconditional admission requirements prior to the date the application for the first IEC is received in the Educator Certification Section.
- I understand it is solely the responsibility of this institution to ensure all admission, program, experience, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda.
- I understand that the issuance of an Interim Employment Certificate (IEC) does not guarantee the issuance of a Professional Educator Certificate if all admission, program, experience, and testing requirements have not been met.
- I understand that a new **SA1^a** or **SA1^b** is required when an applicant changes programs.
- I have **attached** a copy of the State-approved educator preparation program checklist, or the Alternative Class A State-approved educator preparation program checklist, or the CACREP-accredited School Counseling program checklist appropriate to this applicant.
- I understand that degrees earned from non-regionally accredited institutions must be reviewed, on an individual basis, by the ALSDE. Please email a copy of the transcript to your certification specialist for review and approval.

Date_____
Signature of Authorized Certification Official_____
Name of Alabama Institution