



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: \_\_\_\_\_

## Application for The First Interim Employment Certificate (IEC) 2025-2026

### FORM IE1

The application process for the First Interim Employment Certificate for the **2025-2026** scholastic year **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and an Alabama college/university.**

<b>PERSONAL DATA</b> (To be completed by the applicant.)					
<b>Legal Name as it appears on government-issued identification.</b>					
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</b> (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<b>Gender</b> (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<b>Race</b> (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	
<b>PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION</b>					
Check "yes" <b>or</b> "no" for each question below. <b>"YES"</b> responses require an attached explanation and any additional supporting					
<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?					
<b>RECORD OF EDUCATION</b>					
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](mailto:supportservices@alsde.edu)

**GENERAL INFORMATION**

This application is to be completed for applicants seeking a first Interim Employment Certificate (IEC) 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). Applicants must be unconditionally admitted and currently enrolled in an Alabama State-approved educator preparation program or CACREP accredited School Counseling program.

**RECOMMENDATION**

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

I recommend this applicant for the first IEC in the area of:

<b>Grades Level(s)</b>	<b>Teaching Field or Instructional Support Area (Must correspond to either SA1<sup>a</sup> or SA1<sup>b</sup>)</b>

**LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES**

My local board of education is willing to participate in the IEC Approach and has authorized me to employ the applicant for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand that the IEC 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 IEC Approach.

If an applicant began an alternative approach **during or prior to the 2020-2021** scholastic year (that is, five or more years ago) and **did not** complete the approach, the applicant may begin any alternative approach again under current requirements, regardless of the number of previously held alternative certificates, excluding the Temporary Special Education Certificate (TSEC).

The Provisional Certificate in a Teaching Field (PCTF) (**if the needed teaching field is available** or the Conditional Certificate in a Teaching Field (CCTF) (**if the needed teaching field is available**) may be an option if the applicant is no longer currently enrolled in the Alabama Alternative Class A Preparation Program and has any remaining alternative certificates available within four scholastic years from the July 1 starting date of the first alternative certificate.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal ([Courses Catalog](#)) to ensure the applicant is properly certified for each period/block of the day. I understand the applicant must be employed, and if the IEC is the only valid certificate held, his/her assignments must be in the specific teaching field and grade level or in the specific instructional support area of the IEC I am requesting. **(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 teaching field and grade level or in the instructional support area requested, only if the requested IEC is proper certification for the course.)**  
**NOTE: ALSDE Courses must be used and cannot be shredded out.**

It is solely the responsibility of the college or university to which the applicant is enrolled to ensure all admission, program, 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. Issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements were not met.

**Testing is not required for issuance of an IEC; however, certain tests may be required to meet admission requirements at the Alabama college or university. The college or university will provide guidance on the assessment(s) that need to be taken.**

The IEC Approach allows up to three IECs to be issued, and all three IECs (*if eligible*) must be held during a four consecutive scholastic year time period.

Failure to appropriately assign the applicant may result in the applicant no longer being eligible to hold an Interim Employment Certificate.

**LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES****(Continued)**

Failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

IECs issued in **any area of special education, including gifted**, require me to provide, and the applicant must participate in, high-quality professional development that is sustained, intensive, and classroom-focused, **as well as a program of intensive supervision that consists of structured guidance and regular ongoing support**, or a teacher mentoring program. Issuance of the subsequent certificate will require that I have documentation the applicant was provided and participated in both while holding the IEC. If requested by the ALSDE, I must provide this documentation to the Educator Certification Section of the ALSDE.

I am verifying 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 FIRST IEC**

Required for issuance of the **first** IEC. If all requirements are met, the IEC will be **valid from the date issued through June 30<sup>th</sup> of the same scholastic year**. **Please check all boxes to indicate you have read and submitted all required items.**

**Application Forms**

- ☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of this application Form IE1.

**Nonrefundable Application Fee**

- ☐ A \$38.00 **nonrefundable** application fee. **Neither personal checks nor cash will be accepted.** Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 non-refundable fee for issuance.
- 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 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 [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](mailto: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.

**Proper Assignment**

- ☐ Applicants must be properly assigned to courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application ([Courses Catalog](#)) within the AIM Portal. (See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.)

**Teacher Mentor**

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

**SA1**

- ☐ Submission of Supplement SA1<sup>a</sup> or SA1<sup>b</sup> verifying the applicant's unconditional admission to an Alabama Alternative Class A State-approved educator preparation program **prior to** the date the application for the first IEC is received in the Educator Certification Section. **Submit ALL items provided by the Alabama college/university.**

**Official Transcript**

- ☐ Submission of all official transcript(s) verifying all degrees and credits earned.

**Special Education**

- ☐ **If the IEC is to be issued in any area of special education, including gifted, this LEA or nonpublic/private school will provide the applicant with high-quality professional development that is sustained, intensive, and classroom-focused, and intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. *Documentation must be maintained by the LEA or nonpublic/private school.***

**REQUIREMENTS FOR THE SECOND IEC**

**Second** IEC: If the first IEC was held during the **2025-2026** scholastic year, the requirements for issuance of the **second** IEC, valid during the **2026-2027**, **2027-2028**, or **2028-2029** scholastic year are:

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the **nonrefundable** application fee.
3. **Second** IEC: Submission of the official transcript of the applicant verifying credit earned for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program, which was the basis for issuance of the first IEC. The credit must have been earned **prior to the date the application for the second IEC application** is received in the Educator Certification Section.
4. Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application within the AIM Portal ([Courses Catalog](#)).  
See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.
5. A mentor must be assigned to the applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the same teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience in a P-12 setting
6. **If the IEC is to be issued in any area of special education, including gifted**, the LEA or nonpublic/private school **must have documentation** that the applicant participated in high-quality professional development that was sustained, intensive, and classroom-focused **and** participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the first IEC in any area of special education, including gifted.

**REQUIREMENTS FOR THE THIRD IEC**

**Third** IEC: If the first IEC was held during the **2025-2026** scholastic year and the second IEC was held during the or **2026-2027** or **2027-2028** scholastic year, the requirements for issuance of the **third** IEC, valid during the **2027-2028** or **2028-2029** scholastic year are:

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the **nonrefundable** application fee.
3. **Third** IEC: Submission of the official transcript of the applicant verifying credit earned for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program, which was the basis for issuance of the first IEC. The credit must have been earned **prior to the date the application for the third IEC application** is received in the Educator Certification Section.
4. Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the **current** Courses Application within the AIM Portal ([Courses Catalog](#)). See **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment.
5. A mentor must be assigned to the applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the same teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience in a P-12 setting.
6. **If the IEC is to be issued in any area of special education, including gifted**, the LEA or nonpublic/private school **must have documentation** that the applicant participated in high-quality professional development that was sustained, intensive, and classroom-focused **and** participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the first and second IEC in any area of special education, including gifted.

**LIMITATIONS ON ISSUANCE TO BE COMPLETED BY THE APPLICANT*****Applicant must initial A. or B. below, as applicable.***

An applicant who has been employed in Alabama while holding an alternative or provisional-approach certificate(s) and has not been issued a professional educator certificate by Alabama in the area for which the alternative or provisional-approach certificate(s) was/were issued may not be eligible to begin the Interim Employment Certificate Approach and may not be eligible for any other alternative or provisional-approach certificate. If an applicant began an alternative or provisional certificate approach **during or prior to the 2020-2021** scholastic year (that is, five or more years ago) and did not complete the approach, the applicant may begin an alternative approach again under current requirements. **This option is NOT applicable to any area of special education, including gifted, if the applicant previously held three alternative or provisional approach certificates in special education.**

- A. \_\_\_\_\_ I attest I have never been employed in Alabama while holding an alternative or provisional-approach certificate.
- B. \_\_\_\_\_ I attest I have been employed in Alabama while holding an alternative or provisional-approach certificate.

**IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT****As an applicant through the IEC Approach to certification, I understand:**

1. The Educator Certification Section is unable to determine eligibility for an IEC until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
2. The submission of supporting documents **ONLY** (e.g., official transcripts) does not constitute submitting an application for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
3. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. I must earn credit for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement **SA1<sup>a</sup>** or **SA1<sup>b</sup>**, prior to the date the application for the second IEC (**if eligible**) is received in the Educator Certification Section.
5. I must earn credit for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement **SA1<sup>a</sup>** or **SA1<sup>b</sup>**, prior to the date the application for the third IEC (**if eligible**) is received in the Educator Certification Section.
6. All IECs (**up to three, if eligible**) must be held during a four consecutive scholastic year time period.
7. If my IECs are in school counseling through the CACREP-accredited School Counseling program option, **prior to completion of that program**, I must attain a passing score on the National Counseling Examination for Licensure and Certification (NCE) for issuance of my Professional Educator Certificate in school counseling through the CACREP approach (see Form KRP, *Application for Alabama Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program*).
8. I must meet either the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program requirements to receive a recommendation for the Professional Educator Certificate or Professional Leadership Certificate from an Alabama college or university.
9. I, in conjunction with the Alabama college or university, must apply for the Professional Educator Certificate or Professional Leadership Certificate upon completion of all requirements of the State-approved educator preparation program or CACREP-accredited School Counseling program.
10. **If my IEC is in any area of special education, including gifted, I must participate in high-quality professional development that is sustained, intensive, and classroom-focused and participate in a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding each IEC.**
11. If I have held three IECs and have not completed all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program for the Professional Educator Certificate or Professional Leadership Certificate in the area and the grade level of the three IECs, I shall no longer be eligible for employment under an IEC or any alternative certificate approach.



**IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT**  
**Continued**

12. 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 certificate combination thereof.
13. **Applicant's Initials** \_\_\_\_\_ I understand testing is not required for issuance of an IEC; however, certain tests may be required to meet admission requirements at the Alabama college or university. The college or university will provide guidance on the assessment(s) that need to be taken
14. **Applicant's Initials** \_\_\_\_\_ I understand I must meet all requirements of the Alabama Educator Certification Assessment Program in effect on the date my application for the Professional Educator Certificate or the Professional Leadership Certificate is received in the Educator Certification Section. I must consult with the Certification Officer at the Alabama college or university where I am enrolled for additional information on the testing requirements, I must meet for issuance of my Professional Educator Certificate or Professional Leadership Certificate.
15. **Applicant's Initials** \_\_\_\_\_ I understand it is solely the responsibility of the Alabama college or university at which I am currently enrolled to ensure all admission, program, 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 also understand the issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements were not met.
16. **Applicant Initials** \_\_\_\_\_ I must thoroughly read this application for requirements to obtain the subsequent Interim Employment Certificates, and I have received a photocopy of this form reflecting signatures.
17. I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.
18. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

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