



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)

**The Second Conditional Certificate in a Teaching Field (CCTF) Approach for the 2025-2026 Scholastic Year**  
**FORM CC2**

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 second CCTF is being requested.** The application process **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.**

Choose the appropriate Alabama Alternative Teacher Preparation Organization (ATPO) for whom a Letter of Eligibility has been received:

☐ #T.E.A.C.H Alabama

☐ American Board Alabama

☐ iteach Alabama

<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</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" 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).					
<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 any legally protected classification, including race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Scouts of America and other designated youth groups. Inquiries regarding non-discrimination policies and/or grievances may be directed as follows: Title IX Coordinator, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101. Telephone: 334-694-4900. Email: [supportservices@alsde.edu](mailto:supportservices@alsde.edu).

**LEA AUTHORIZATION and RESPONSIBILITIES**

This application is to be completed for applicants seeking the CCTF and **submitted by the Alabama employing city/county 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<sup>st</sup> or postmarked no later than October 1<sup>st</sup> of the scholastic year for which the certificate is being requested.**

- My local board of education is willing to participate in the CCTF Approach and has authorized me to employ, as a full-time employee, the applicant for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand the CCTF will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures, in cooperation with the providing entity for monitoring the applicant's compliance with the requirements of the CCTF Approach.
- All CCTFs, must be held within four scholastic years from the July 1 beginning date of the first CCTF. An applicant completing the CCTF Approach can be employed in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a CCTF. **The CCTF is only valid for employment with the school system to which the CCTF is issued.** Although three one-year certificates may be held, applicants who successfully complete **all program and CCTF requirements** in one scholastic year may apply for the Professional Educator Certificate. An applicant must complete at least **one full** scholastic year **while holding** the CCTF.
- 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 an alternative approach again under current requirements, regardless of the number of previously held alternative certificates.
- An applicant who has been unconditionally admitted to an Alabama Alternative Class A Educator Preparation Program in a teaching field and grade level listed under the Recommendation section cannot be issued a CCTF in that same teaching field and grade level. The Interim Employment Certificate (IEC) Approach must be used. The CCTF is 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 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 purposes of the CCTF, the **only courses** an applicant can be assigned to are those in the specific teaching field and the grade level of the requested CCTF. (If found to be needed, the applicant may be assigned for no more than one period/block of the day in any course for which proper certification is listed in the *Subject and Personnel Codes* as "Any Provisional Certificate in a Teaching Field" OR "Any Certificate.") A list of these courses can be found at **Alternative Certificates** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Conditional Certificate in a Teaching Field*).

**NOTE: ALSDE Courses must be used and cannot be shredded out.**

**NOTE:** A CCTF in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses that have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request for issuance of a first CCTF in a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses which now have a course-specific permit.

- I understand failure to appropriately assign the applicant will result in the applicant's inability to complete the CCTF Approach.
- An applicant who holds a valid CCTF **and** a valid Alabama Professional Educator Certificate or Professional Leadership Certificate must be assigned to teach courses in the specific teaching field and at the grade level of the requested CCTF for at least the majority of the day.

**I am verifying a photocopy of this form, reflecting signatures, has been given to the applicant, and we have reviewed this document in its entirety for all-inclusive information pertaining to this approach.**

**LEA/Nonpublic/Private School Representative's Initials:** \_\_\_\_\_

**RECOMMENDATION**

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

I recommend this applicant for the **second** CCTF.

Identify the appropriate Alabama ATPO **AND** teaching field **for whom a letter of continuation has been received**:

☐ #T.E.A.C.H Alabama

☐ American Board Alabama

☐ iteach Alabama

The teaching field and grade level listed in the Letter of Continuation should be checked below:

Grades P-3	Grades K-6	Grades 4-8
<input type="checkbox"/> Early Childhood Education	<input type="checkbox"/> Elementary Education <input type="checkbox"/> Collaborative Special Education	<input type="checkbox"/> English Language Arts <input type="checkbox"/> General Science <input type="checkbox"/> General Social Science <input type="checkbox"/> Mathematics

**Grades 6-12**

<input type="checkbox"/> Agriscience Education <input type="checkbox"/> Algebra I <input type="checkbox"/> Biology <input type="checkbox"/> Business/Marketing Education <input type="checkbox"/> Career Technologies <input type="checkbox"/> Chemistry <input type="checkbox"/> Collaborative Special Education <input type="checkbox"/> Computer Science <input type="checkbox"/> English Language Arts <input type="checkbox"/> Family and Consumer Sciences Education	<input type="checkbox"/> General Science <input type="checkbox"/> General Social Science <input type="checkbox"/> Geography <input type="checkbox"/> Health Education <input type="checkbox"/> History <input type="checkbox"/> Mathematics <input type="checkbox"/> Physical Education <input type="checkbox"/> Physics
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**Grades K-12**

<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> English for Speakers of Other Languages <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean	<input type="checkbox"/> Latin <input type="checkbox"/> Music/Choral <input type="checkbox"/> Music/Instrumental <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts
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\_\_\_\_\_  
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 CCTF**

Required for issuance of the **second** CCTF, valid July 1, 2025, to June 30, 2026. *Please check all boxes to indicate you have read and submitted all required items.*

**Application Forms**

<input type="checkbox"/>	<u>Submission of Supplement CIT Form with supporting documentation</u> verifying United States citizenship or lawful presence in the United States.
<input type="checkbox"/>	<u>Submission of this application Form CC2.</u>

**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, at [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 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.

**Classroom Schedule**

☐ Submission of the applicant's schedule from PowerSchool (for public schools) or classroom schedule on school letterhead (for nonpublic/private schools only) verifying the applicant is properly certified each period/block of the day. The only courses the applicant can teach are those in the specific teaching field and at the grade level of the requested CCTF based on the current ALSDE Courses Application within the AIM Portal [LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES](#) section of this form for additional information about the assignment). **NOTE: The submitted PowerSchool schedule must display the Teacher Schedule and be printed from the district office view for the entire academic year.**

**NOTE: ALSDE Courses must be used and cannot be shredded out.**

The PowerSchool classroom schedule **must be signed off by the LEA/Nonpublic/Private School Representative** verifying:

- the applicant is properly certified for each period/block of the day,
- the ALSDE courses are used and not shredded out, **and**
- the teacher schedule is printed from the district office view for the entire academic year.

**Letter of Continuation**

☐ Submission of the applicant's Letter of Continuation issued by iteach, #T.E.A.C.H, or American Board.

**Teacher Mentor**

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

**Career and Technical Teaching Fields**

☐ For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education:**

Submission of applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate ALSDE Career and Technical Education Teacher Certification Program CTE 101 prior to October 1 of the scholastic year for which the second CCTF is to be issued. CTE 101 is not required if the applicant holds a valid Professional Educator Certificate in a career and technical teaching field, a valid Specialty Area Career and Technical Certificate, or a valid Degree Equivalent Career and Technical Certificate.

**Teaching Experience**

- ☐ Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the first CCTF during the **2024-2025** scholastic year, with the full-time assignment having been teaching courses in the specific teaching field and at the grade level for which the first CCTF was held. (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 teaching field and grade level of the first CCTF *only* if the first CCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems while holding a CCTF.)

**REQUIREMENTS FOR THE THIRD CCTF**

If the first CCTF was held during the **2024-2025** scholastic year and the second CCTF was held during the **2025-2026 or 2026-2027** scholastic year, the requirements for issuance of the **third** CCTF valid for the **2026-2027 or 2027-2028** scholastic year are:

1. Submission of the Application for the Third Conditional Certificate in a Teaching Field by the employing county/city superintendent.
2. Submission of the **nonrefundable** application fee.
3. Submission of the applicant's Letter of Continuation issued by either:
  - ☐ **iteach**
  - ☐ **#T.E.A.C.H**
  - ☐ **American Board**
4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the second CCTF during the **2025-2026 or 2026-2027** scholastic year, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the second CCTF was held. (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 teaching field and grade level of the second CCTF *only* if the second CCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems while holding a CCTF.
5. Proper assignment of the applicant for each period/block of the day only for courses in the specific teaching field and at the grade level of the requested CCTF based on the **current** ALSDE Courses Application within the AIM Portal. (See **LEA AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about this assignment.)
6. A mentor, assigned to the applicant who holds a valid Alabama Professional Educator Certificate in the teaching field of the applicant or in a related field and has had at least three full years of full-time professional educational work experience.
7. The AECAP Pedagogy Assessment is not required for issuance of the third CCTF but is required for issuance of the Professional Educator Certificate.

**REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE**

1. Submission of the Application for the Professional Educator Certificate following the Conditional Certificate in a Teaching Field Approach (Form PFC). **This application must be submitted in conjunction with Alabama Teachers of Tomorrow and must be received in the Educator Certification Section by, or postmarked no later than October 1 of the calendar year during which the third CCTF expires. Contact the appropriate ATPO to be recommended for the Professional Educator Certificate (PEC).**
2. Submission of the *nonrefundable* application fee.
3. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the CCTFs during the **2025-2026, 2026-2027, 2027-2028, or 2028-2029** scholastic year, with the full-time assignment having been only teaching courses in the specific teaching field and at the grade level for which the third CCTF was held. (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 teaching field and grade level of the third CCTF *only* if the third CCTF was proper certification for the course.)
4. Submission of the appropriate **Alabama Alternative Teacher Preparation Organization Recommendation Form** verifying the applicant's satisfactory completion of all program requirements (coursework, testing, etc.) and recommending issuance of the Professional Educator Certificate in the same teaching field and grade level of the CCTF.
5. Submission of the appropriate **Alabama Alternative Teacher Preparation Organization Official Transcript** verifying the applicant's satisfactory completion of all program requirements (coursework, etc.).
6. Submission of the passing score on the appropriate **Pedagogy Assessment**, if applicable, the passing score on the **Foundations of Reading** assessment, if applicable, and the **Praxis Special Education Content Knowledge Assessment**, if applicable. All official score reports must be submitted electronically from the testing service directly to the Educator Certification Section.



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

**As an applicant through the CCTF Approach to certification, I understand:**

1. If I earned credit in more than five education courses but did not complete a traditional P-12 educator preparation program leading to certification, *I am granting permission* for the ALSDE's Office of Teaching and Leading to verify my status with the college/university and for the college/university to release any pertinent information/documents regarding my matriculation through the educator preparation program at the institution. I understand that any negative information provided could impact my ability to begin the Conditional Certificate in a Teaching Field Approach. An applicant who holds an Alabama Professional Educator Certificate or Professional Leadership Certificate may be exempt from this five-course limit.
2. I am granting permission for the ALSDE's Office of Teaching and Leading to communicate with and for *iteach, #T.E.A.C.H, or American Board* to release any pertinent information/documents regarding my enrollment within their program. I understand any negative information provided could impact my ability to be issued the Conditional Certificate in a Teaching Field.
3. The Educator Certification Section is unable to determine eligibility for a CCTF until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
4. The submission of supporting documents ONLY (e.g., official transcripts) does not constitute applying for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
5. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
6. Meeting requirements of the CCTF Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the **same** teaching field and grade levels of the CCTF.
7. For issuance of the Professional Educator Certificate, I must verify having completed all requirements as outlined in the application within four scholastic years from the July 1 beginning date of the first CCTF with no more than two public school systems and/or eligible nonpublic/private schools while holding a CCTF.
8. **Applicant Initials** \_\_\_\_\_ The AECAP Praxis subject area test(s) and score required for the first CCTF will be acceptable for issuance of the Professional Educator Certificate as long as the CCTF approach is completed in the allotted time frame.
9. **Applicant Initials** \_\_\_\_\_ The AECAP Pedagogy assessment as outlined throughout this CCTF application is required for issuance of the Professional Educator Certificate. edTPA is required if I complete **less than three** full years of teaching experience while holding each CCTF. The PLT is required if I complete **three full years** of teaching experience while holding each CCTF.
10. **Applicant Initials** \_\_\_\_\_ I acknowledge the test changes outlined on the approved teaching field and testing chart for my Alabama ATPO, and understand I must meet requirements to obtain my first CCTF or Professional Educator Certificate to include Professional Educator Certificates in Chinese, Russian, Japanese by the specified data. I also understand that my application must be submitted by the outlined deadline.
11. **Applicant Initials** \_\_\_\_\_ I shall no longer be eligible for certification under the CCTF 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 within the four scholastic years from the July 1 start date of my first CCTF. This option depends on the number of remaining eligible alternative certificates available.
12. **Applicant Initials** \_\_\_\_\_ I must thoroughly read this application for the requirements to obtain each subsequent Conditional Certificate in a Teaching Field and the Professional Educator Certificate through this approach. I have received a photocopy of this form reflecting signatures.
13. **Applicant Initials** \_\_\_\_\_ For issuance of my Professional Educator Certificate, the Application for the Professional Educator Certificate Following the CCTF Approach and the recommendation form from the Alabama ATPO **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 four-year window ends. I must contact the Alabama ATPO for application submission. I must earn at least one full year of full-time teaching experience while holding at least one CCTF.
14. Contact *iteach, #T.E.A.C.H, or American Board* regarding eligibility requirements, program requirements, completion requirements, and for application submission.

15. 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.
16. It is my responsibility to keep all personal data on file in the Educator Certification Section current.
17. By affixing my signature to this document, I certify true and correct information is being provided.

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