



EDUCATOR CERTIFICATION SECTION
 5215 GORDON PERSONS BUILDING
 POST OFFICE BOX 302101
 MONTGOMERY, AL 36130-2101
 Telephone: (334) 694-4557
[ALSDE | Alabama Achieves](#)

This section must be completed by the employing Alabama school system or nonpublic/private school.

School System Code:

Nonpublic/Private
 School Code:

The Third Conditional Certificate in a Teaching Field (CCTF) Approach for the 2026-2027 Scholastic Year

The application process for the CCTF must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and submitted directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

- **For the third CCTF** a complete application packet can be received in the Educator Certification Section anytime during the current 2026-2027 scholastic year.
- CCTF applications received or postmarked **after October 1 will not count as a full year of full-time** teaching experience.
- CCTF requirements must be met **prior to October 1.**

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) ☐ (01) Hispanic Latino ☐ (02) Not Hispanic Latino		Gender (Choose one) ☐ (F) Female ☐ (M) Male		Race (Choose one or more, regardless of Ethnicity) ☐ (01) White ☐ (02) Black or African American ☐ (04) American Indian or Alaska Native ☐ (05) Asian ☐ (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?				

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.

**LOCAL EDUCATION AGENCY (LEA)/NONPUBLIC/PRIVATE SCHOOL
AUTHORIZATION and RESPONSIBILITIES**

- 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 to the applicant until all eligibility requirements have been met and background clearance has been received.
- **I understand requirements must be met prior to October 1, 2026.** I understand that I can submit a complete application at any time during the 2026–2027 scholastic year for the applicant. However, if the CCTF application is received or postmarked after October 1, the experience will not count as a full year of teaching experience toward earning a Professional Educator Certificate. Partial months or semesters cannot be combined to make a full scholastic year of required teaching experience. **PLEASE NOTE** at least one of the CCTF applications must be received by October 1 so the applicant can meet the one full year of teaching experience requirement.
- All CCTFs must be held within four scholastic years from the July 1 beginning date of the first CCTF. Although three one-year certificates may be held, applicants who successfully complete **all requirements** in one scholastic year may apply for the Professional Educator Certificate. An applicant must complete at least **one full** scholastic year of teaching experience **while holding** the CCTF.
- **There is a cap of three alternative type certificates.** An applicant may receive no more than three conditional, interim, provisional, or temporary certificates (or any combination of these) within the four scholastic years from the July 1 starting date of the first CCTF.
- Applicants who **do not** complete this approach:
 - If the applicant does not complete the CCTF Approach and earn a Professional Educator Certificate within four scholastic years of receiving their first CCTF (July 1st), they cannot receive another conditional, provisional, or temporary certificate for five years. The five-year waiting period begins after the expiration (June 30) of the last conditional, provisional, or temporary certificate.
 - If the applicant does not complete the CCTF Approach please note, they may receive no more than three conditional, interim, provisional, or temporary certificates (or any combination of these) within the four scholastic years from the July 1 starting date of the first CCTF.
- I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal ([Courses Catalog](#)) 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.”) **ONLY ALSDE Courses must be used and cannot be shredded out.** A list of these courses can be found at **Alternative Certificates** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Conditional Certificate in Teaching Field*).

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 may delay the review of the application and/or may 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.
- The CCTF is only valid for employment with the public school system or nonpublic/private school to which the CCTF is issued. 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.

LOCAL EDUCATION AGENCY (LEA)/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION
and RESPONSIBILITIES (continued)

- 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 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 certificates available within four scholastic years from the July 1 starting date of the first certificate.
- The submission of supporting documents or paying the nonrefundable application fee ONLY (e.g., official transcripts) does not constitute making 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.**
- I confirm the applicant received a signed photocopy of this form.
- I confirm and understand the LEA's responsibilities, applicant requirements/responsibilities, deadlines and important details related to the CCTF approach.
- I confirm that I have implemented formal procedures to monitor the applicant's adherence to the requirements outlined in the CCTF Approach.

LEA/Nonpublic/Private School Representative's Signature: _____

RECOMMENDATION

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

I recommend this applicant for the **third** CCTF. Identify the appropriate Alabama ATPO **AND** teaching field **for which a Letter of Continuation has been received:**

☐ *iteach* Alabama ☐ #T.E.A.C.H Alabama ☐ American Board Alabama ☐ Troy University

The teaching field and grade level listed in the Letter of Continuation should be checked below and must be the same as the first and second:

Grades P-3		Grades K-6		Grades 4-8	
☐ Early Childhood Education	☐ Elementary Education ☐ Collaborative Special Education	☐ English Language Arts ☐ General Science ☐ General Social Science ☐ Mathematics			
Grades 6-12					
☐ Agriscience Education ☐ Algebra I ☐ Biology ☐ Business/Marketing Education ☐ Career Technologies ☐ Chemistry	☐ Collaborative Special Education ☐ Computer Science ☐ English Language Arts ☐ Family and Consumer Sciences Education ☐ General Science ☐ General Social Science	☐ Geography ☐ Health Education ☐ History ☐ Mathematics ☐ Physical Education ☐ Physics			
Grades K-12					
☐ Arabic ☐ Chinese ☐ English for Speakers of Other Languages ☐ French ☐ German	☐ Italian ☐ Japanese ☐ Korean ☐ Latin ☐ Music/Choral	☐ Music/Instrumental ☐ Russian ☐ Spanish ☐ Theatre ☐ Visual Arts			

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 **third** CCTF, valid **July 1, 2026, - June 30, 2027**;
if the second CCTF was held during the **2024-2025** or **2025-2026** scholastic years.
Please check all boxes to indicate you have read and submitted all required items.

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 CC3**.

Nonrefundable Application Fee

- ☐ A \$38.00 **nonrefundable** application fee. A major credit card is required. A transaction fee will be applied. All application fees are non-refundable.
- To make an online payment, you **must** have an **AIM account**.
 - To **create or log in** to your AIM account, please visit [ALSDE | Alabama Achieves](#).
 - Once you have created an AIM account and logged in, follow the steps below.
 - Click on the tile labeled **ACE**, which will take you to your ACE dashboard
 - Once on your ACE dashboard, click on the **dollar sign (\$)** in the top right corner to make a payment.
- If you cannot create or log into your AIM Account**, contact the **ALSDE Help Desk** during normal business hours by emailing helpdesk@alsde.edu or calling 334-694-4777.

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 if 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 PCTF based on the **current** ALSDE Courses Application within the AIM Portal (see **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, 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 or classroom schedule on school letterhead (for nonpublic/private schools only) **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* Alabama, #T.E.A.C.H Alabama, or American Board Alabama.

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.

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

The application process for the Professional Educator Certificate must be completed in conjunction with the appropriate Alabama ATPO.

1. Submission of the Application for the Professional Educator Certificate following the Conditional Certificate in a Teaching Field Approach (Form PFC), 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. **The Alabama ATPO must submit the application which must be received in the Educator Certification Section by or postmarked no later than October 1 of the calendar year during which the four scholastic year window ends.** If not received, the individual will forfeit the right to seek a Professional Educator Certificate through this approach.
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 first, second or third CCTF during the four year window. The full-time assignment must have been only teaching courses in the specific teaching field and at the grade level for which the 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 Official Transcript** verifying the applicant's satisfactory completion of all program requirements (coursework, etc.).
5. For **ALL** teaching fields, Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Pedagogy Assessment. An applicant who holds a **valid Alabama Professional Educator Certificate in a teaching field is exempt from the Pedagogy Assessment requirement**.
 - If **all** three scholastic years are completed on the CCTF approach, the applicant may pass either the edTPA Handbook for the teaching field and grade level for which the CCTFs were issued, **OR** the Praxis Principles of Learning and Teaching (PLT) test.
 - If **less than** three scholastic years (at least one full scholastic year is required) are completed on the CCTF approach, the applicant **must** pass the edTPA Handbook for the teaching field and grade level for which the CCTFs were issued.

edTPA Information

Information about the edTPA may be found at [edTPA](#) (click: *Candidates*).

NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required.

PLT Information

Information about the PLT may be found at [Praxis](#).

NOTE: PCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 OR Grades 7-12. PCTFs for grades 6-12 must pass the PLT test for Grades 7-12.

6. For the teaching fields of **Early Childhood Education (P-3), Elementary Education (K-6), and Collaborative Special Education Teacher (K-6)**, the Foundations of Reading 890 assessment **is also required**. The current **passing** score must be electronically submitted to the ALSDE by the testing company. For additional information, please visit [Foundations of Reading for Alabama \(nesinc.com\)](#).
7. For the teaching fields of **Collaborative Special Education Teacher (K-6) and Collaborative Special Education Teacher (6-12)**, Praxis 5355 Special Education Content Knowledge **is also required**. The current **passing** score must be electronically submitted to the ALSDE by the testing company. For additional information, please visit [Praxis](#).

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 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 the ATPO and for the ATPO 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. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. 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.
5. The AECAP Praxis subject area test(s) and score required for the first CCTF will be acceptable for issuance of the professional certificate as long as the CCTF approach is completed in the four-year window.
6. In addition to the edTPA assessment, if my CCTF is in the area of Early Childhood Education (P-3), Elementary Education (K-6), Collaborative Special Education Teacher (K-6) or Collaborative Special Education Teacher (6-12), I am aware that there are additional assessment requirements for issuance of the Professional Educator Certificate. Locate the **Available Teaching Fields and Test Requirements** chart at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Alternative Certificates* ⇨ *Conditional Certificate in a Teaching Field*). This chart contains information about available certificate areas and grade levels and all required assessments for each ATPO.
7. 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 as outlined. **The five year count begins after the June 30 date of the last held conditional, provisional, or temporary approach certificate.**
8. An individual who does not apply **by October 1 of the calendar year during which the four scholastic year window ends** will forfeit the right to seek a Professional Educator Certificate through this approach. For issuance of my Professional Educator Certificate, I must meet all requirements, and in conjunction with the ATPO submit the Application for the Professional Educator Certificate Following the CCTF Approach (Form PFC), along with any supporting documents.
9. I may not be employed on any more than three conditional, interim, provisional, or temporary-approach certificates, or any combination thereof, within the four scholastic years from the July 1 beginning date of the first conditional, interim, provisional, or temporary-approach certificate. The time frame will not be extended past the four-year window for individuals holding a conditional, interim, provisional, or temporary-approach certificate and who have not been issued the resulting Professional Educator or Professional Leadership Certificate
10. I have carefully read the CCTF application document for issuance of the first, second, third, and Professional Educator Certificate to learn about the requirements, deadlines, and important details for getting the next certificate. I also understand it is my responsibility to stay in contact with my ATPO and appropriate personnel at my school system for any question(s) I may have.
11. I understand it is my responsibility to keep all personal data updated in my AIM account and on file in the Educator Certification Section current.
12. **FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF THIS LICENSE/CERTIFICATE.**

Date _____ Signature of Applicant _____