



**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: _____

The Bachelor's Equivalent Technical Education 1 Career and Technical Certificate in a Technical Education Program Area Approach 2025-2026

FORM BT1

The application process for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate **must be completed in conjunction with the superintendent of the Alabama county/city school system for which the applicant is to teach.**

PERSONAL DATA					
<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)	
FOR STATISTICAL PURPOSES ONLY					
Ethnic Origin (Choose one)		Gender (Choose one)		Race (Choose one or more, regardless of Ethnicity)	
<input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<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	
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					
<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 <u>other than the Alabama State Department of Education?</u>					
<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 <u>other than the Alabama State Department of Education?</u>					
<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?					

GENERAL INFORMATION

All requirements must be met for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate **prior to** the date the application for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate is received in the Educator Certification Section.

**DEGREE EQUIVALENT CAREER AND TECHNICAL CERTIFICATES IN
TECHNICAL EDUCATION PROGRAM AREAS**

Certificates	Degree Equivalency	Valid Period	Renewable
Bachelor's Equivalent Technical Education 1	Bachelor's	Minimum of 2 years ^A	No
Bachelor's Equivalent Technical Education 2	Bachelor's	Minimum of 5 years ^B	Yes
Master's Equivalent Technical Education 3	Master's	Minimum of 5 years ^B	Yes
Master's Equivalent Technical Education 4	Master's	Minimum of 5 years ^B	Yes
Sixth-Year Equivalent Technical Education 5	Sixth-year	Minimum of 5 years ^B	Yes

^A Bachelor's Equivalent Technical Education 1 Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years.

^B These Career and Technical Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years.

APPLICATION PACKET CHECKLIST FOR BACHELOR'S EQUIVALENT 1 – TECHNICAL EDUCATION

Required for issuance of the Bachelor's Equivalent 1 Career and Technical Certificate in Technical Education. *Boxes are to be checked, as applicable*

Application Forms

- ☐ Supplement CIT Form with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Application **Form BT1**.

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, (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.
 - 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

- ☐ The applicant's schedule from PowerSchool, verifying the applicant is properly certified each period/block of the day. The only courses the applicant can teach are those in the specific technical education program area and at the grade level of the requested Bachelor's Equivalent Technical Education 1 Career and Technical Certificate, based on the current ALSDE Courses Application within the AIM Portal. **NOTE: The submitted PowerSchool schedule must display the Teacher Schedule, printed from the district office view, for the entire academic year and be signed by the Career and Technical Director and/or the LEA School Representative.**
- NOTE: ALSDE Courses must be used and cannot be shredded out.**

Official Transcripts

- ☐ Official transcripts of **all degrees and credits earned**. All degrees and credits must be verified on an official transcript(s) and must be submitted to the Educator Certification Section. At least a high school diploma or a high school equivalency or higher is required to complete this approach.
- The applicant's **current legal** name and Social Security or ALSDE ID number must accompany the transcript(s).

Occupational Proficiency

- ☐ A photocopy of the applicant's currently valid Alabama State Department of Education (ALSDE) approved **ENTRY LEVEL** or **MASTER LEVEL** Occupational Proficiency in the technical education program area(s) for which the certificate is sought. The proficiency must have been attained **prior to** the date the application is received in the Educator Certification Section.
- Information about the ALSDE approved Occupational Proficiency in the technical education program area(s) for which the certificate is sought may be obtained at [Alabama Achieves](#) (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ Career and Technical Certificates ⇨ Degree Equivalent Certificate - Technical Education).
NOTE: The Occupational Proficiency is reviewed and updated annually. The Occupational Proficiency expires June 30th of each scholastic year. It is the applicant's responsibility to know the Occupational Proficiency for his/her program area(s), which must be met prior to applying for a subsequent Degree Equivalent Technical Education certificate.
 - The Occupational Proficiency is approved by the ALSDE at the **ENTRY LEVEL** and the **MASTER LEVEL**. The **ENTRY LEVEL** meets requirements for the Bachelor's Equivalent Technical Education 1 and the Bachelor's Equivalent Technical Education 2 Certificates. The **MASTER LEVEL** may be used to meet requirements for any level certificate but is required for the Master's Equivalent Technical Education 3, Master's Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Certificates.
- One of the following must be met by the applicant for issuance of the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate:
- ☐ If the technical education program area(s) **does not require** or **allow** an NCCER test, the applicant must verify a currently valid ALSDE-approved **ENTRY LEVEL** or **MASTER LEVEL** Occupational Proficiency; **OR**
 - ☐ If the technical education program area(s) **requires an NCCER test OR an available ALSDE-approved** Occupational Proficiency, the applicant must verify **one** of the following:
 - ☐ A currently valid, available, and optional ALSDE-approved **ENTRY LEVEL** or **MASTER LEVEL** Occupational Proficiency; or
 - ☐ The cut score(s) established by NCCER, included in the specifications available for each of the specific industry craft assessments; or
 - ☐ At least the minimum cut score(s) on the NCCER industry-specific craft assessment at the first and second level.
- NOTE:** The minimum cut score will not be accepted for issuance of Degree Equivalent Technical Education Certificates above the Bachelor's Equivalent Technical Education 2.

- ☐ **For each program area** sought, indicate the appropriate ALSDE-approved Occupational Proficiency being submitted.

Program Area (e.g., agriscience, plumbing)	Grade Level (6-12)	Name of ALSDE-approved Occupational Proficiency	Date ALSDE approved Occupational Proficiency Taken and Passed
	6-12		
	6-12		
	6-12		
	6-12		
	6-12		
	6-12		

TESTING REQUIREMENTS AND INFORMATION

The CTE Basic Skills Assessments are administered through ACT WorkKeys®. The required assessments are **Applied Math, Business Writing, and Workplace Documents**; no other WorkKeys® assessments outlined on the ACT® website will be accepted.

WorkKeys® Skill Assessment	Skill Level Range	Minimum Required Passing Score
Applied Math	3 – 7	4
Business Writing	1 – 5	3
Workplace Documents	3 – 7	4

[LEARN ACT Assessment](#) about the required CTE Basic Skills Assessments.

[LOCATE a test center](#) and the name of the contact person.

- Assessment registration can **ONLY** be done by calling the test center. The specific contact person for a test center should be contacted.

For SCORE REPORT SUBMISSION

(Please DO NOT submit scanned or paper score reports.)

An email will be sent to the test taker from the test center. The email will contain a score report with an Examinee ID. Once the email is received, you will need to complete the following steps:

- Establish a [MyWorkKeys](#) personal account.
- Create a new account
 - Examinee ID required
- Complete required information and submit
 - An email containing your Activation Code will be sent to the email address you provided.
- Locate your Activation Code in your email
- Select link provided in your email
 - Enter Activation Code and submit
- Enter User ID and Password from your personal WorkKeys account.
- Locate Test Management Tab (located on the left side of the screen)
- Locate recent test(s) taken from last 90 days – **Please note: ACT WorkKeys is unable to verify tests taken 90 days ago or beyond.**
- Select “Share Test” for each assessment under the action bar
- Select “Yes”, agree to terms and submit
- Locate the “[Public Share URL](#)” on your screen (located directly above the test) and copy

Example:

 **Public Share URL:** <https://testadministration-stress.act.org/mwk/emCertDetails.do?event=go&realm=17740116&certId=8KW3D7>

- Create an email to be sent to CTE-EducatorCertification@ALSDE.edu.
- Paste the copied “[Public Share URL](#)” in your email and also include:
 - Your Legal First and Last name as it appears on government-issued identification,
 - The last four digits of your social security number OR your entire TCH number, and
 - A statement confirming ACT® provided a link to the score report.

Example:

John Doe

SSN: 8523

I, John Doe confirm ACT provided this link for my WorkKeys test results.

For additional information regarding test registration or requirements, contact the Educator Certification Section at (334) 694-4557.

<input type="checkbox"/>	<p>Applicants who are exempt from meeting the Basic Skills Assessment requirement are those who hold:</p> <ul style="list-style-type: none"> • A valid Specialty Area Career and Technical Certificate, a valid Alabama Professional Educator Certificate, or a valid Alabama Professional Leadership Certificate; OR • At least a bachelor's degree from a senior institution that was regionally accredited at the time the degree was earned; an official transcript must be submitted to the Educator Certification Section confirming the degree. <p>To document basic skills, passing scores on one of the following have been met:</p> <p><input type="checkbox"/> Option 1: Submission of the applicant's passing scores on the CTE Basic Skills Assessments administered through ACT WorkKeys® in Applied Math, Business Writing, and Workplace Documents. Assessments completed before July 1, 2019, WILL NOT be accepted. See the above information on score submission. No scanned copies or paper copies of score reports will be accepted.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Option 2: Electronic submission by the testing company, directly to the ALSDE, of the applicant's passing scores on the Praxis Core Academic Skills for Educators (Core) basic skills assessment in Mathematics, Reading, and Writing attained prior to July 1, 2019. Information about requesting score reports for the Core may be found at Praxis Core.</p> <p style="text-align: center;">Testing Options 1 and 2 CANNOT be combined.</p>
--------------------------	---

EDUCATION AND REQUIRED WORK EXPERIENCE	
<input type="checkbox"/>	<p>Documentation of education/required work experience:</p> <ul style="list-style-type: none"> • All education and work experience must be earned and completed prior to the date the application is received in the Educator Certification Section. • All work experience required in Options 1, 2, and 3 must be in the technical education program area(s) for which the certificate is sought. <p>Option 1: Less than a Bachelor's degree and acceptable work experience:</p> <p><input type="checkbox"/> Verification, on the applicant's official transcript, of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduation from high school OR high school equivalency; OR <input type="checkbox"/> Completion of a career and technical program at a postsecondary institution that was regionally accredited at the time the program was completed; OR <input type="checkbox"/> An earned associate's degree from a postsecondary institution that was regionally accredited at the time the degree was earned; AND <p><input type="checkbox"/> Verification that the applicant attained 5,400 clock hours (three years) of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below. The experience must have been completed within seven years immediately prior to the date the application is received.</p> <p>Option 2: Bachelor's or higher degree and acceptable work experience:</p> <p><input type="checkbox"/> Verification, on the applicant's official transcript of a bachelor's degree or higher from a senior institution that was regionally accredited or DEAC accredited at the time the degree was earned; AND</p> <p><input type="checkbox"/> Verification the applicant attained 3,600 clock hours (two years) of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below. The experience must have been completed within five years immediately prior to the date the application is received.</p> <p>Option 3: Acceptable work experience:</p> <p><input type="checkbox"/> Verification that the applicant attained 18,000 clock hours (ten years) of acceptable work experience as outlined in the ACCEPTABLE WORK EXPERIENCE section below.</p>

ACCEPTABLE WORK EXPERIENCE

For the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate in a **technical education program area(s)**, acceptable **part-time or full-time** work experience must have been attained by the applicant through one or more of the following and verified as indicated below and on *Supplement CTV Career and Technical Education Employment Verification* and/or *Supplement EXP*:

1. **Work experience** in business and industry as an **employee** in a compensated position in each technical education program area, or in an area related to each technical education program area, for which the certificate is sought, must be verified on *Supplement CTV* with a notarized cover letter as prescribed.
2. **Self-employment** in business and industry in each technical education program area, or in an area related to each technical education program area, for which the certificate is sought must be verified on *Supplement CTV* with supporting documents as prescribed.
3. **Teaching experience** at the postsecondary level in each technical education program area, or in an area related to each technical education program area, for which the certificate is sought, must be verified on *Supplement EXP*. The post-secondary institution must have been regionally accredited or DEAC-accredited at the time the experience was earned.
4. **(NEW) Teaching experience (P-12)** at the elementary and/or secondary level is **only acceptable** for the following technical education program areas and must be verified on Supplement EXP:

Technical Education Program Areas	Eligibility
Business, Finance, Marketing Administration	The teaching experience must be in Business, Finance, Marketing, Administration , for grades 6-12. This option is available until June 30, 2026. To use this option, all teaching experience must be earned by June 30, 2026.
JAG Specialist	The teaching experience must be in JAG Specialist for grades 6-12. This option is available until June 30, 2026. To use this option, all teaching experience must be earned by June 30, 2026.
Agriscience	The teaching experience must be in Agriscience, Forestry, or Horticulture for grades 6-12. This option is available until June 30, 2028. To use this option, all teaching experience must be earned by June 30, 2028.
Clothing, Textiles, and Interior Design, Consumer Services, Family Studies and Community Services, Nutrition and Wellness, Sports, Recreation, and Attractions, Travel and Tourism	The teaching experience must be in Family and Consumer Sciences for grades 6-12. This option is available until June 30, 2028. To use this option, all teaching experience must be earned by June 30, 2028.
Early Childhood	The teaching experience must be in Early Childhood Education , grades P-3.
Educators in Training	The teaching experience can be in any teaching field , grades P-12.

RECORD OF EDUCATION and WORK EXPERIENCE

This section must be completed by the applicant. The applicant must document education and work experience.

Degree	Name of School/ College/University	Location	Dates Attended Beginning MM/YY	Dates Attended Ending MM/YY
High School Diploma				
Associate's Degree or Postsecondary Coursework				
Bachelor's Degree				
Master's or Higher Degree				

State Certificate of High School Equivalency: ☐ Yes ☐ No

Date Issued _____

Name of Issuing Agency _____

WAGE EARNING EXPERIENCE IN THE ☐ FIRST PROGRAM AREA SOUGHT (Attach an additional sheet if needed):

Name of Employer and Location	Job Duties/Responsibilities	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

WAGE EARNING EXPERIENCE IN THE ☐ SECOND PROGRAM AREA SOUGHT (Attach an additional sheet if needed):

***P-12 TEACHING EXPERIENCE IN THE ☐ FIRST PROGRAM AREA SOUGHT**

***Only applicable for the following Technical Education Program Areas: Agriscience; Business, Finance, Marketing, Administration; Clothing, Textiles, and Interior Design; Consumer Services; Early Childhood; Educators in Training; Family Studies and Community Services; JAG Specialist; Nutrition and Wellness; Sports, Recreation, and Attractions; and Travel and Tourism**
(Attach an additional sheet if needed):

Name of School/School System and Location	Grade(s) and Subject(s) Taught	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

***P-12 TEACHING EXPERIENCE IN THE ☐ SECOND PROGRAM AREA SOUGHT** (Attach an additional sheet if needed):

Total wage earning and/or teaching experience in the program area sought: _____ Years _____ Months

POST-SECONDARY TEACHING EXPERIENCE IN THE ☐ FIRST PROGRAM AREA SOUGHT

(Attach an additional sheet if needed):

Name of Post-Secondary Institution and Location	Degree Level(s) and Subject(s) Taught	Dates of Experience Beginning MM/YY	Dates of Experience Ending MM/YY

POST-SECONDARY TEACHING EXPERIENCE IN THE ☐ SECOND PROGRAM AREA SOUGHT

(Attach an additional sheet if needed):

Total wage earning and/or teaching experience in the program area sought: _____ Years _____ Months

RECOMMENDATION and AUTHORIZATION*To be completed by the county/city superintendent.*

I recommend this applicant for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate in the technical education program area(s) of *select no more than two from the chart below.*:

Grades 6-12

<input type="checkbox"/>	Technical Education: Additive Manufacturing*	<input type="checkbox"/>	Technical Education: Flight Technology*
<input type="checkbox"/>	Technical Education: Advertising Design*	<input type="checkbox"/>	Technical Education: Graphic Arts*
<input type="checkbox"/>	Technical Education: Agriscience*	<input type="checkbox"/>	Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) ^{##}
<input type="checkbox"/>	Technical Education: Animation*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Electrical and Instrumentation (E&I) ^{##}
<input type="checkbox"/>	Technical Education: Automotive Service*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Mechanical ^{##}
<input type="checkbox"/>	Technical Education: Aviation Technology*	<input type="checkbox"/>	Technical Education: Information Technology Support and Services*
<input type="checkbox"/>	Technical Education: Business, Finance, Marketing, Administration*	<input type="checkbox"/>	Technical Education: JAG Specialist*
<input type="checkbox"/>	Technical Education: Clothing, Textiles, and Interior Design*	<input type="checkbox"/>	Technical Education: Law Enforcement*
<input type="checkbox"/>	Technical Education: Collision Repair*	<input type="checkbox"/>	Technical Education: Legal Services*
<input type="checkbox"/>	Technical Education: Commercial Photography*	<input type="checkbox"/>	Technical Education: Logistics*
<input type="checkbox"/>	Technical Education: Computer Science*	<input type="checkbox"/>	Technical Education: Lodging*
<input type="checkbox"/>	Technical Education: Construction Technology*	<input type="checkbox"/>	Technical Education: Masonry ^{##}
<input type="checkbox"/>	Technical Education: Consumer Services*	<input type="checkbox"/>	Technical Education: Modern Manufacturing*
<input type="checkbox"/>	Technical Education: Correctional Service*	<input type="checkbox"/>	Technical Education: Nutrition and Wellness*
<input type="checkbox"/>	Technical Education: Cosmetology and Barbering*	<input type="checkbox"/>	Technical Education: Plumbing ^{##}
<input type="checkbox"/>	Technical Education: Culinary Arts*	<input type="checkbox"/>	Technical Education: Precision Machining*
<input type="checkbox"/>	Technical Education: Cybersecurity and Infrastructure*	<input type="checkbox"/>	Technical Education: Real Estate*
<input type="checkbox"/>	Technical Education: Diesel Technology*	<input type="checkbox"/>	Technical Education: Robotics & Automation*
<input type="checkbox"/>	Technical Education: Early Childhood Education*	<input type="checkbox"/>	Technical Education: Sports, Recreation, and Attractions*
<input type="checkbox"/>	Technical Education: Educators in Training*	<input type="checkbox"/>	Technical Education: Technical Design*
<input type="checkbox"/>	Technical Education: Electrical Technology ^{##}	<input type="checkbox"/>	Technical Education: Travel and Tourism*
<input type="checkbox"/>	Technical Education: Electronics Technology*	<input type="checkbox"/>	Technical Education: Utility Line Worker*
<input type="checkbox"/>	Technical Education: Emergency and Fire Management Services*	<input type="checkbox"/>	Technical Education: Welding*
<input type="checkbox"/>	Technical Education: Engineering*	<input type="checkbox"/>	Technical Education: Working in Multicultural Environments: Korean*
<input type="checkbox"/>	Technical Education: Entertainment and Media*		
<input type="checkbox"/>	Technical Education: Family Studies and Community Services*		

*These technical education program areas require verification of currently valid Occupational Proficiency for issuance of the Bachelor's Equivalent Technical Education 1, Bachelor's Equivalent Technical Education 2, Master's Equivalent Technical Education 3, Master's Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Career and Technical Certificates.

^{##}For issuance of the Bachelor's Equivalent Technical Education 1 and Bachelor's Equivalent Technical Education 2 Career and Technical Certificates, one of the following is required:

- Verification of a currently valid passing score/license on an available optional (non-NCCER) ALSDE-approved ENTRY LEVEL or MASTER LEVEL Occupational Proficiency assessment; or
- Verification of the cut score established by NCCER, which is included on the specifications available for each of the specific industry craft assessments; or
- Verification of at least the minimum cut score on the NCCER industry-specific craft assessment at the first and second levels determined from the applicant's score report, which details the number of correct responses provided for each module assessed and specific to the industry craft.

RECOMMENDATION and AUTHORIZATION (cont'd)

My local board of education has authorized:

- ☐ me to employ the applicant for whom this application is being submitted, **OR**
- ☐ the applicant for whom this application is being submitted to teach in our system while remaining an employee of a business or governmental agency with which we have established a partnership, subject to the issuance of a valid Bachelor's Equivalent Technical Education 1 Career and Technical Certificate.

I, as the designated representative of the LEA who requested the applicant's official transcript, am providing a copy of the official transcript(s) with my signature attesting to the following:

- ☐ I have obtained the official transcript(s) directly from the official transcript provider, **whether by opening or downloading it. (Transcripts that were downloaded by the applicant or opened by the applicant are not acceptable.)**
- ☐ I have reviewed and verified the applicant has met the education and college/university accreditation eligibility requirements.

LEA Representative's Initials: _____

I understand the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate 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 for issuance of subsequent Degree Equivalent Technical Education Career and Technical Certificates.

I understand the Bachelor's Equivalent Technical Education 1 Career and Technical Certificates are valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years.

I have checked the **current** ALSDE Departmental Portal to ensure the applicant is properly certified for each period/block of the day.

I understand the PowerSchool classroom schedule **must be signed off by the Career and Technical Director or the LEA 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.

I have checked the **current** Occupational Proficiency to ensure the applicant has met the requirements for the current scholastic year.

I understand failure to assign the applicant properly will result in an out-of-field penalty assessment.

I am verifying that 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 Representative's Initials: _____

Signature of County/City Superintendent

County/City School System

Typed or Printed Name

Date

APPLICATION SUBMISSION and ATTESTATIONS

~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.

~I understand the submission of supporting documents ONLY (e.g., Supplement CTV) does not constitute making an application for certification. Incomplete forms will delay the review of the file.

~I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.

~ I understand **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

~I understand I must **thoroughly read** all requirements of this certification approach (Form BT1).

~I understand the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate is valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next two consecutive scholastic years and is **nonrenewable**.

~I understand issuance of **each** Degree Equivalent Technical Education Career and Technical Certificate in certain technical education program areas (indicated with an * in the **RECOMMENDATION and AUTHORIZATION** section of this form) requires verification of a currently valid appropriate ALSDE-approved **ENTRY LEVEL** (for the Bachelor's Equivalent Technical Education 1 and 2 certificates) or **MASTER LEVEL** (for the Master's Equivalent Technical Education 3 and above certificates) Occupational Proficiency. I also understand the passing score on the appropriate ALSDE-approved Occupational Proficiency must be attained prior to the date of the application for a subsequent Degree Equivalent Career and Technical Certificate in technical education program areas indicated with an * in the **RECOMMENDATION and AUTHORIZATION** section of this form is received in the Educator Certification Section.

~I understand the Master's Equivalent Technical Education 3 Certificate in certain technical education program areas requires either the cut (passing) score established by NCCER for the specific **MASTER LEVEL** NCCER test(s) or a **currently** valid optional ALSDE-approved **MASTER LEVEL** Occupational Proficiency. I have reviewed the chart in the **RECOMMENDATION and AUTHORIZATION** section of this form for the technical education program areas (indicated with a ##), which require this verification. If my technical education program area is one of the program areas indicated with a ##, prior to the date my application for the Master's Equivalent Technical Education 3 Certificate is received in the Educator Certification Section, I must have:

- Earned the cut score (that is, the passing score) established by NCCER for the specific **MASTER LEVEL** NCCER industry craft assessment for my technical education program area(s); **OR**
- Earned a currently valid available, optional ALSDE-approved **MASTER LEVEL** Occupational Proficiency for my technical education program area(s).

~I understand I must meet the **current** Occupational Proficiency for any subsequent Degree Equivalent Certificates as outlined on the current Occupational Proficiency document for that scholastic year. _____ **Applicant's Initials**

~I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.

~I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ **Signature of Applicant** _____