



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 Bachelor's Equivalent Technical Education 2 Career and Technical Certificate in a Technical Education Program Area Approach 2025-2026

FORM BT2

The application process for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate **may be completed when all requirements for the Bachelor's Equivalent 1 Career and Technical Certificate in a Technical Education Program have been met.**

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) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		Gender (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		Race (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	
PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION					
Check "yes" or "no" for each questions 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?					
RECORD OF EDUCATION					
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.

GENERAL INFORMATION

This application is to be completed by individuals seeking the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate in a technical education program area(s) and submitted directly to the Educator Certification Section.

All requirements must be met for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate in a technical education program area(s) **prior to** the date the application for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate in a technical education program area(s) 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 2 – TECHNICAL EDUCATION

Required for issuance of the Bachelor's Equivalent 2 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 BT2**.

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.

Occupational Proficiency

- ☐ A photocopy of the applicant's currently valid 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.

1. 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 on 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.

2. 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 2 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 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 assessment 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/mwkw/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 has 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 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>
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<u>REQUIRED PREREQUISITE CERTIFICATES AND TRAINING</u>	
<input type="checkbox"/>	<p>Documentation of required prerequisite certificate and training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All prerequisite Career and Technical Certificates must be valid, or all requirements must be met for eligibility to hold the valid certificate(s) prior to the date the application is received in the Educator Certification Section. <input type="checkbox"/> All prerequisite Career and Technical Certificates in Options 1 and 2 must be in the technical education program area for which the Bachelor's Equivalent Technical Education 2 certificate is sought. <p>Option 1: A <i>valid</i> Bachelor's Equivalent Technical Education 1 Career and Technical Certificate and required CTE Training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A photocopy of the applicant's PowerSchool Professional Development Training History Report or Certificates of Completion verifying completion of the <i>Career and Technical Education Teacher Certification Program (CTE TCP) or the Career and Technical Education Teacher Certification Program Level 1 (CTE TCP Level 1)</i> prior to the date the application is received in the Educator Certification Section. <input type="checkbox"/> Individuals who hold a valid Professional Educator Certificate in a career and technical education teaching field or program area are exempt from completion of the <i>CTE TCP or CTE TCP Level 1</i>. <p>Option 2: If the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate <i>has not been held or has expired</i>, all requirements for the Bachelor's Equivalent Technical Education 1 certificate must have been met prior to the date the application is received in the Educator Certification Section, and the required CTE Training must have been completed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form BT1, the <i>Application for the Bachelor's Equivalent Technical Education 1 Career and Technical Certificate in a Technical Education Program Area</i>, with the required supporting documents, signed by the county/city superintendent of the school system for which the applicant is to teach. <input type="checkbox"/> A photocopy of the applicant's PowerSchool Professional Development Training History Report or Certificates of Completion verifying completion of the <i>CTE TCP or CTE TCP Level 1</i> prior to the date the application is received in the Educator Certification Section. <input type="checkbox"/> Individuals who hold a valid Professional Educator Certificate in a career and technical education teaching field or program area are exempt from completion of the <i>CTE TCP or CTE TCP Level 1</i>.

AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS**Indicate the program area(s) being requested****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.

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., PowerSchool Professional Development Training History Report) 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 that **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

~I understand that I must **thoroughly read** all requirements of this approach (Form BT2).

~I understand the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate is valid from the date of issuance through the remainder of the same scholastic year, and thereafter, for the next five consecutive scholastic years.

~I understand the Master's Equivalent Technical Education 3 Certificate in technical education program areas requires the ALSDE-approved **MASTER LEVEL** Occupational Proficiency for the technical education program area(s) for which the certificate is sought.

~I understand issuance of **each** Degree Equivalent Technical Education Career and Technical Certificate in certain technical education program areas (indicated with an * in the **AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS** 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 appropriate ALSDE-approved Occupational Proficiency must be attained prior to the date of the application for a subsequent Degree Equivalent Career and Technical Certificate.

~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 **AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS** 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 passing available, optional ALSDE-approved **MASTER LEVEL** Occupational Proficiency for my technical education program area(s).

~I understand the Master's Equivalent Technical Education 3 Certificate in technical education program areas may require the successful completion of the *CTE TCP Level 2*.

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

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

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

Date _____ Signature of Applicant _____

I have completed the following documents, and I am mailing them to the address below:

- ☐ Supplement CIT, including supporting documentation
- ☐ Form BT2
- ☐ Money order, cashier's check, or receipt verifying online payment of \$38.00 application fee.
- ☐ Required supporting documentation

All documents must be mailed to the following address:
Alabama State Department of Education
Educator Certification Section
5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101