



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](#)

## The Master's Equivalent Technical Education 3 Career and Technical Certificate in a Technical Education Program Area Approach 2025-2026

### FORM MT3

The application process for the Master's Equivalent Technical Education 3 Career and Technical Certificate **may be completed when all requirements for the Bachelor's Equivalent 2 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)		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 <b>other than the Alabama State Department of Education</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>other than the Alabama State Department of Education</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?					
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](mailto:supportservices@alsde.edu)

**GENERAL INFORMATION**

This application is to be completed by individuals seeking the Master's Equivalent Technical Education 3 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 Master's Equivalent Technical Education 3 Career and Technical Certificate in a technical education program area(s) **prior to** the date the application for the Master's Equivalent Technical Education 3 Career and Technical Certificate in a technical education program area(s) is received in the Educator Certification Section.

**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 <sup>A</sup>	No
Bachelor's Equivalent Technical Education 2	Bachelor's	Minimum of 5 years <sup>B</sup>	Yes
Master's Equivalent Technical Education 3	Master's	Minimum of 5 years <sup>B</sup>	Yes
Master's Equivalent Technical Education 4	Master's	Minimum of 5 years <sup>B</sup>	Yes
Sixth-Year Equivalent Technical Education 5	Sixth-year	Minimum of 5 years <sup>B</sup>	Yes

<sup>A</sup> 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.

<sup>B</sup> 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.

If you hold/held **ONLY** a Level, Type, or Specialty Certificate, please contact the Educator Certification Section for advisement.

**APPLICATION PACKET CHECKLIST FOR MASTER'S EQUIVALENT 3 – TECHNICAL EDUCATION**

Required for issuance of the Master's Equivalent 3 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 MT3**.

**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](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.

**Occupational Proficiency**

- ☐ A photocopy of the applicant's currently Alabama State Department of Education (ALSDE) approved **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. Refer to the chart in the [AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS](#) section of this form.

1. Information about the Alabama State Department of Education (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 30<sup>th</sup> 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.

1. 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 are 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 Master's Equivalent Technical Education 3 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 **MASTER LEVEL** Occupational Proficiency;

**OR**

- ☐ If the technical education program area(s) **requires an NCCER test OR an available ALSDE-approved MASTER LEVEL** Occupational Proficiency, the applicant must verify **one** of the following:
- ☐ A currently valid passing available optional ALSDE-approved **MASTER LEVEL** Occupational Proficiency; or
  - ☐ The cut score(s) established by NCCER, which is included on the specifications available for each of the specific industry craft assessments, for the **MASTER LEVEL** NCCER test.

- ☐ **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		

**REQUIRED PREREQUISITE CERTIFICATES****Documentation of required prerequisite certificate:**

- 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.
- All prerequisite Career and Technical Certificates in Options 1 and 2 must be in the technical education program area(s) for which the Master's Equivalent Technical Education 3 certificate is sought.

**Option 1:** A *valid* Bachelor's Equivalent Technical Education 2 Career and Technical Certificate:

**Option 2:** If the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate *has not been held or has expired*, all requirements for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate must have been met by the applicant **prior to** the date the application is received in the Educator Certification Section.

- ☐ Submission of Form BT2 Application for the Bachelor's Equivalent Technical Education 2 Career and Technical Certificate in a Technical Education Program Area, with the required supporting documents.

**REQUIREMENTS**

For issuance of the Master's Equivalent Technical Education 3 Career and Technical Certificate in a Technical Education Program Area(s), verification that one of the following two options must be met prior to the date the application is received in the Educator Certification Section:

**Option 1:** Completion of the ALSDE-approved **MASTER LEVEL** Occupational Proficiency and completion of four courses (**two** required **AND** **two** electives).

- ☐ Official transcript(s) of the applicant verifying credit was earned for **four courses** (two required **AND** two electives) from the courses specified below, with grades of "C" or above. Coursework must be earned at an Alabama institution with a State-approved program in a career and technical education teaching field. The coursework must be completed within five years (60 months) immediately prior to the receipt of the application in the Educator Certification Section.
  - The following Technical Education Program areas, **Business, Finance, Marketing, Administration; JAG Specialists; Early Childhood; and Educators in Training**, are exempt from the recency requirements until **June 30, 2026**.
  - The following Technical Education Program areas, **Agriscience; Clothing, Textiles, and Interior Design; Consumer Services; Family Studies and Community Services; Nutrition and Wellness; Sports, Recreation, and Attractions; and Travel and Tourism**, are exempt from the recency requirements until **June 30, 2028**.

**Courses (Two required and two electives):**

Required Courses
Classroom Management and CTE Lab
Meeting the Needs of Exceptional CTE Students
Elective Courses (select two)
Career and Technical Student Youth Organizations
Course Development and Evaluation in CTE
History and Principles of CTE
Industrial Health and Shop Safety
Learning Resources and Technology in CTE
Teaching CTE
Testing/Evaluation in CTE

**Option 2:** Completion of the ALSDE-approved **MASTER LEVEL** Occupational Proficiency, completion of the *Career and Technical Education Teacher Certification Program Level 2 (CTE TCP Level 2)*, **AND** verification of acceptable work experience.

- ☐ Verification the applicant attained 12,600 **clock hours (seven years)** of acceptable work experience as outlined in the **ACCEPTABLE WORK EXPERIENCE** section below.
- ☐ A photocopy of the applicant's PowerSchool Professional Development Training History Report verifying completion of the *CTE TCP Level 2* **prior to** the date the application is received in the Educator Certification Section.
- ☐ Individuals who hold a valid Class A or higher Professional Educator Certificate in a career and technical education teaching field or program area are exempt from completion of the CTE TCP Level 2.

**ACCEPTABLE WORK EXPERIENCE**

For the Master's Equivalent Technical Education 3 Career and Technical Certificate in a **technical education program** area(s) through Option 2 in the **REQUIREMENTS** section above, 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 for which the certificate is sought, must be verified on *Supplement CTV* with a notarized cover letter as prescribed on Supplement CTV.
2. **Self-employment** in business and industry in each technical education program area for which the certificate is sought, must be verified on *Supplement CTV* with supporting documents as prescribed on Supplement CTV.
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
<b>Business, Finance, and Administration</b>	The teaching experience must be in <b>Business, Finance, and Administration</b> for grades 6-12. <b>This option is available until June 30, 2026.</b> To use this option, all teaching experience must be earned by <b>June 30, 2026.</b>
<b>JAG Specialist</b>	The teaching experience must be in <b>JAG Specialist</b> for grades 6-12. <b>This option is available until June 30, 2026.</b> To use this option, all teaching experience must be earned by <b>June 30, 2026.</b>
<b>Agriscience</b>	The teaching experience must be in <b>Agriscience, Forestry, or Horticulture</b> for grades 6-12. <b>This option is available until June 30, 2028.</b> To use this option, all teaching experience must be earned by <b>June 30, 2028.</b>
<b>Clothing, Textiles, and Interior Design, Consumer Services, Family Studies and Community Services, Nutrition and Wellness, Sports, Recreation, and Attractions, Travel and Tourism</b>	The teaching experience must be in <b>Family and Consumer Sciences</b> for grades 6-12. <b>This option is available until June 30, 2028.</b> To use this option, all teaching experience must be earned by <b>June 30, 2028.</b>
<b>Early Childhood</b>	The teaching experience must be in <b>Early Childhood Education</b> , grades P-3.
<b>Educators and Training</b>	The teaching experience can be in <b>any teaching field</b> , grades P-12.

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**ACCEPTABLE WORK EXPERIENCE VERIFICATION****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



**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) <sup>##</sup>
<input type="checkbox"/>	Technical Education: Animation*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Electrical and Instrumentation (E&I) <sup>##</sup>
<input type="checkbox"/>	Technical Education: Automotive Service*	<input type="checkbox"/>	Technical Education: Industrial Maintenance – Mechanical <sup>##</sup>
<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 <sup>##</sup>
<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 <sup>##</sup>
<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 <sup>##</sup>	<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 Master's Equivalent Technical Education 3, Master's Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 Career and Technical Certificates.

<sup>##</sup>For issuance of the Master's Equivalent Technical Education 3, Master's Equivalent Technical Education 4, and Sixth-Year Equivalent Technical Education 5 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 MASTER LEVEL Occupational Proficiency assessment; or
- Verification of the cut score established by NCCER, which is included in the specifications available for each of the specific industry craft assessments.

**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., official transcripts) does not constitute making an application for certification. Incomplete forms will delay the review of the file.

~I understand 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 I must **thoroughly read** all requirements of this approach (Form MT3).

~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 in technical education program areas indicated with an \* in the **AVAILABLE TECHNICAL EDUCATION PROGRAM AREAS** 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 **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, available, optional ALSDE-approved **MASTER LEVEL** Occupational Proficiency for my technical education program area(s).

~I understand requirements for the Master's Equivalent Technical Education 4 Career and Technical Certificate in a technical education program area may be found on the *Application for the Master's Equivalent Technical Education 4 Career and Technical Certificate in a Technical Education Program Area*.

~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** \_\_\_\_\_

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

1. Supplement CIT, including supporting documentation
2. Form MT3
3. Money order, cashier's check, or receipt verifying online payment of \$38.00 application fee
4. 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**