



Certificate Reciprocity Approach

This certification approach is for individuals seeking Alabama certification based on holding a valid professional educator certificate issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA). ***This is not an application***; this document provides general information and outlines requirements. Application help can be found on page 4.

GENERAL INFORMATION

For purposes of this application, *state* also includes the District of Columbia, U.S. Territories, and the Department of Defense Education Activity (DoDEA). The phrase “issued by *other states*” or “issued by *another state*” refers to certificates issued by another state’s authorized Department of Education, Education Agency, Board, Commission, etc., that issues certificates to teach or serve in an instructional support capacity in the public schools of that state.

1. Alabama professional educator certification is offered on the basis of valid professional educator certificates issued by *other states*, and only if the professional educator certificate issued by another state is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional certification. Alabama certification is not offered on the basis of educator preparation programs completed, online or in-residence, at non-Alabama institutions. No exceptions will be made to allow the recognition of programs completed at non-Alabama institutions.
2. This approach cannot be used to reissue an expired Alabama professional educator or professional leadership certificate that was previously issued through this approach. An individual may reinstate an Alabama certificate.
3. Speech-Language Pathology certification is not available through this approach. Please see the Speech-Language Pathology Professional Educator Certificate, Speech-Language Pathology Temporary Certificate, and Speech-Language Pathology Assistant Certificate approaches for certification options.
4. Alabama Professional Educator Certificates are issued at the bachelor’s degree level (Class B), master’s degree level (Class A), and education specialist level (Class AA). Alabama Professional Leadership Certificates are issued at the master’s degree level (Class A) and education specialist level (Class AA).
5. Alabama does not offer certification at the doctoral degree level. However, education specialist level (Class AA) certification may be considered if the valid doctoral degree level professional educator certificate issued by another state is in an area and at a grade level in which Alabama offers comparable professional certification at the education specialist degree level. An education specialist degree or doctoral degree will be one of the requirements.
6. If a valid professional educator certificate issued by another state does not reflect a degree level, the Educator Certification Section **may** request additional information.
7. Background clearance is an ancillary requirement which **MUST BE MET BY ALL APPLICANTS** for Alabama certification. Professional educational work experience is also an ancillary requirement which must be met by applicants for certification in instructional support areas (*educational administration, library media, school counseling, school psychometry, school psychology, sport management, or supervision*).

ACCREDITATION

1. An applicant must hold at least a bachelor’s degree from a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was earned. The regional accrediting agencies are:
 - Middle States Commission on Higher Education
 - Northwest Commission on Colleges and Universities
 - New England Commission of Higher Education
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
 - Higher Learning Commission (previously the North Central Association of Colleges and Schools)

An applicant who holds both a bachelor’s degree from a senior institution that was not regionally accredited at the time the degree was earned and a bachelor’s degree or higher from a senior institution that was regionally accredited at the time the degree was earned shall have both degrees recognized for certification purposes.

2. Degrees above the bachelor’s level from senior institutions that were not regionally accredited or accredited by the DEAC at the time the degrees were earned will not be recognized for certification purposes.

CERTIFICATE RECIPROCITY FOR TEACHING FIELDS

An applicant who holds at least a bachelor's degree (see [Regional Accreditation](#)) **and** a valid bachelor's degree level professional educator certificate in a teaching field issued by another *state* (see [General Information 1.](#)) may apply for a Professional Educator Certificate in that teaching field.

CERTIFICATE RECIPROCITY FOR "IN-FIELD," "SUPPLEMENTAL," "ENDORSEMENT," OR "ADD-ON"

1. Some *states* issue professional educator certificates in teaching fields designated as "In-Field," "Supplemental," "Endorsement," or "Add-On," which are contingent upon the individual holding a valid base professional educator certificate in that state. Certificate reciprocity for In-Field, Supplemental, Endorsement, or Add-On teaching fields provides recognition for those areas if Alabama offers a comparable teaching field and professional educator certification.
2. An applicant who holds at least a bachelor's degree (see [Accreditation](#)) **and** a valid bachelor's degree level professional educator certificate with an In-Field, Supplemental, Endorsement, or Add-On area issued by another *state* (see [General Information 1.](#)) may apply for a Professional Educator Certificate in that teaching field.
3. If the Educator Certification Section determines an applicant is eligible for Alabama certification in a teaching field based on an In-Field, Supplemental, Endorsement, or Add-On area held in another *state*, to have that teaching field issued in Alabama, the applicant must meet Alabama's current Praxis Subject Assessment (content knowledge). Test requirements will be individually prescribed by the Educator Certification Section when eligibility for certification has been determined. **Individuals who choose to take a test prior to receiving a letter of eligibility from the Educator Certification Section do so at their own risk.**

CERTIFICATE AND EXPERIENCE RECIPROCITY FOR INSTRUCTIONAL SUPPORT AREAS

1. Certificate and experience reciprocity provides recognition of at least a master's degree level professional educator certificate in an instructional support area issued by another *state* (see [General Information 1.](#)), and if experience requirements have been met. **In Alabama, certification in all instructional support areas is initially offered at the master's degree level.**
2. An applicant who holds a master's or education specialist degree (see [Accreditation](#)) **and** a valid master's or education degree specialist level professional educator certificate **in an instructional support area other than educational administration or supervision** (i.e., library media, school counseling, school psychometry, school psychology, or sport management) issued by another *state* (see [General Information 1.](#)) may apply for a Professional Educator Certificate in that same instructional support area.

The applicant must verify, at the time of application for Alabama certification, **two** full years of full-time professional educational work experience in a P-12 school system(s). Professional educational work experience in increments of less than one semester will not apply toward the calculation of two full years of full-time professional educational work experience.

3. An applicant who holds a master's or education specialist degree (see [Accreditation](#)) **and** a valid master's or education degree specialist level professional educator certificate **in educational administration and/or supervision** issued by another *state* (see [General Information 1.](#)) may apply for a Professional Leadership Certificate in that same area of educational administration and/or supervision.

The applicant must verify, at the time of application for Alabama certification, **three** full years of full-time professional educational work experience in a P-12 school system(s) which must include at least **one** full year of P-12 full-time classroom teaching experience. In Alabama, teaching experience while the applicant was serving in an instructional support role (to include, but not limited to, behavior interventionist, instructional leader/administrator, media specialist, reading coach, school counselor, etc.) is not acceptable to meet the classroom teaching experience requirement. Professional educational work experience in increments of less than one semester will not apply toward the calculation of three full years of full-time professional educational work experience.

FOREIGN CREDENTIALS

An applicant whose degree was earned at a college or university in another country that is not a U.S. Territory must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the Alabama State Department of Education. A list of approved evaluation agencies can be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Other Approaches* ⇨ *Foreign Credentials*). The Certificate Reciprocity application form **cannot be used** to apply through the Foreign Credentials Approach.

<u>REQUIREMENTS</u>	
	A \$38.00 nonrefundable application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 nonrefundable fee for issuance. A transaction fee will be applied.
	Background clearance is based on a fingerprint review.
	<ul style="list-style-type: none"> 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.
	A valid professional educator certificate issued by another <i>state</i> . (Applicants should be prepared to upload this information.)
	<p>Official transcripts of all degrees earned must be submitted to the Educator Certification Section in a sealed envelope from the institution(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the transcript services listed below. The applicant's current full name and Social Security number or ALSDE ID must accompany the transcript(s). (Applicants CANNOT upload this information.)</p> <p>When applying online, list only the institutions where a bachelor's degree or higher was earned and in descending order beginning with the most recent degree earned. If you have earned multiple degrees from the same college or university, only list that college/university one time. If you enter the college/university more than once, your file will not assign as the system will be waiting for the total number of official transcripts to be received. Ex. You hold a bachelor's and master's degree from the University of Alabama, only list the University of Alabama one time.</p>
<p>Official transcripts may be submitted securely to the Educator Certification Section using one of the following options:</p> <p>Option 1:</p> <p><input type="checkbox"/> Mailed to the Educator Certification Section in a sealed envelope from the institution.</p> <p style="text-align: center;">Alabama State Department of Education Educator Certification Section 5215 Gordon Persons Building Post Office Box 302101 Montgomery, AL 36130-2101</p> <p>Option 2:</p> <p><input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse. <u>Do not select the ETX option.</u></p> <p>Option 3:</p> <p><input type="checkbox"/> Submitted securely to the Educator Certification Section through electronic transmission from the institution as an electronic PDF to certtranscripts@alsde.edu.</p> <p>Transcripts submitted from an individual or a personal/business email account will not be accepted.</p>	
	Supplement EXP verifying appropriate professional educational work experience. The Supplement EXP must be used to verify the experience required for issuance of an instructional support area certificate (i.e., an area of educational administration, library media, school counseling, school psychometry, school psychology, sport management, or supervision).

APPLICATION HELP

Applicants are encouraged to read this document in its entirety to ensure requirements are met to apply. To apply through this approach, visit [Alabama Achieves | Teacher Certification](#) (click *Out of State Certificate*) and follow provided instructions.

An application is not considered complete and will not be assigned to a certification specialist for review until all supplemental documents have been received. **Once the application has been submitted, before contacting the Certification Office, please allow four to six weeks for the application to be reviewed as this delays the process.**

- Please log in to ACE to check the Message Center frequently for notifications.
- Please make sure to meet any deadlines so that your file does not close and you are required to re-apply.

Once the application has been **submitted** return to the ACE Dashboard. You will see:

The screenshot displays the ACE Dashboard interface. At the top, there's a 'YOUR APPLICATIONS' section with a 'New Application' button. Below it, a card for 'OTH Application 1DE5C5M' is shown with a 'Submitted' status and a dropdown arrow. A green arrow points to this dropdown with the text 'Click Here'. Below this, another 'YOUR APPLICATIONS' section shows the same application card with more details: 'Start: 09/15/2025', 'Submitted: 09/15/2025', and '85% completed:'. A green arrow points to the 'View Application' button with the text 'Click Here'. At the bottom, an 'Application Status' summary shows 8 Total, 1 Outstanding, and 7 Complete. Below this, a list of 'Applicant Requirements' is shown, all marked as 'Complete'. A green arrow points to this list with the text 'Scroll here to see remaining tasks.'

YOUR APPLICATIONS [New Application](#)

Active(1) History(3)

OTH Application 1DE5C5M Submitted [Click Here](#)

YOUR APPLICATIONS [New Application](#)

Active(1) History(3)

OTH Application 1DE5C5M Submitted [Click Here](#)

Start: 09/15/2025
Submitted: 09/15/2025
85% completed: [View Application](#)

Application Status

8 TOTAL 1 OUTSTANDING 7 COMPLETE

Applicant Requirements
7 Total - 0 Outstanding - 7 Complete

- Confirm Personal Data - Complete
- Professional Status & Criminal History - Complete
- Educational Record - Complete
- Transcripts - Complete
- Upload Existing Certificate - Complete
- Pay Application Fee - Complete