

REQUEST FOR STATEMENT OF PROFESSIONAL STANDING
TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM.

The Statement of Professional Standing will include certificate(s), license(s), or permit(s) held, the valid period(s) and whether any adverse action is being taken or has been taken against your certificate(s), license(s), or permit(s). **Note: If the Alabama State Department of Education has taken adverse action against your current or previous certificate/license/permit, confirmation of such action will be reported to the requesting agency as well. This confirmation will include copies of notice letters, final orders, settlement agreements, and other documents deemed public information.**

Email this completed form to edcertexternalforms@alsde.edu. **PHOTOS of application forms are NOT ACCEPTED.**

To request a STATEMENT OF PROFESSIONAL STANDING:

- A nonrefundable fee of \$38.00 is required for Educator Certification to complete the form. A major credit card is required for online payments. A transaction fee will be applied. All application fees are non-refundable. Payment receipt must be emailed with documents.
 - To make an online payment, you must have an AIM account. Users without an AIM account must first CREATE one before completing an online payment. To create your AIM account, please visit [AIM Portal](#).
 - To log in or to your AIM account, please visit [AIM Portal](#).
 - Once you have established an AIM account, follow the steps below.
 - Click on the tile labeled ACE, which will take you to your ACE dashboard.
 - Once on your ACE dashboard, click on the dollar sign (\$) in the top right corner to make a payment.

If you cannot create or log into your AIM Account, contact the ALSDE Help Desk during normal business hours by emailing helpdesk@alsde.edu or calling 334-694-4777.

Complete the section below to indicate how the statement of professional standing is to be sent by mail or email (check one):

Name of Agency	To the Attention of:
Address	City, State, Zip Code
Email Address	

NAME IN WHICH CERTIFICATE/LICENSE/PERMIT WAS ISSUED:

Title (e.g., Mr.)	First	Middle or Maiden	Last	Suffix (e.g., Jr.)

Cell Telephone	Work Telephone	E-mail Address
()	()	

ALSDE ID	Date of Birth (mm-dd-yyyy)

CITIZENSHIP OR NATIONAL STATUS (Per Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491)

- Yes No I declare that I am a citizen of the United States; **OR**
 Yes No I declare that I am an alien lawfully present in the United States.

I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit. I understand that in accordance with Ala. Code 1975 § 31-13-7 (h) “Any person who knowingly makes a false, fictitious, or fraudulent statement or representation in a declaration executed pursuant to subsection (g) shall be guilty of perjury in the second degree pursuant to Section 13A-10-102.”

Name:

ALSDE ID:

CHECK YES OR NO FOR EACH QUESTION BELOW. "YES" responses require an attached explanation and any additional supporting documentation (e.g., court certified copies of judgment, conviction, and sentencing).

READ CAREFULLY

- Yes No Have you ever had any adverse action (e.g., warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency **other than the Alabama State Department of Education?**
- Yes No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **other than the Alabama State Department of Education?**
- Yes No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Yes No Have you ever resigned from a position rather than face disciplinary action?
- Yes No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
- Yes No Are you the subject of a pending investigation involving a criminal act?

**I certify that all information pertaining to this application form is true and correct.
FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN ADVERSE ACTION
BEING TAKEN AGAINST YOUR CERTIFICATE/LICENSE/PERMIT.**

Date

Signature of Applicant