



EDUCATOR CERTIFICATION SECTION
 5215 GORDON PERSONS BUILDING
 POST OFFICE BOX 302101
 MONTGOMERY, AL 36130-2101
 Telephone: (334) 694-4557
[ALSDE | Alabama Achieves](#)

This section must be completed by the employing Alabama school system or nonpublic/private school.

School System Code:

Nonpublic/Private
 School Code:

The **Third** Provisional Certificate in a Teaching Field (PCTF) Approach for the 2026-2027 Scholastic Year

The application process for the PCTF must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and submitted directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

- **For the third PCTF** a complete application packet can be received in the Educator Certification Section anytime during the current 2026-2027 scholastic year.
- PCTF applications received or postmarked **after October 1 will not count as a full year of full-time** teaching experience.
- PCTF requirements must be met **prior to October 1.**

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 (<i>Choose one</i>) ☐ (01) Hispanic Latino ☐ (02) Not Hispanic Latino		Gender (<i>Choose one</i>) ☐ (F) Female ☐ (M) Male		Race (<i>Choose one or more, regardless of Ethnicity</i>) ☐ (01) White ☐ (02) Black or African American ☐ (04) American Indian or Alaska Native ☐ (05) Asian ☐ (08) Native Hawaiian or Other Pacific Islander	
PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION <i>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).</i>					
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?				

LOCAL EDUCATION AGENCY (LEA)/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

- My local board of education is willing to participate in the PCTF Approach and has authorized me to employ, as a full-time employee, the applicant for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand the PCTF will not be issued to the applicant until all eligibility requirements have been met and background clearance has been received.
- **I understand requirements must be met prior to October 1, 2026.** I understand that I can submit a complete application at any time during the 2026–2027 scholastic year for the applicant. However, if the PCTF application is received or postmarked after October 1, the experience will not count as a full year of teaching experience toward earning a Professional Educator Certificate. Partial months or semesters cannot be combined to make a full scholastic year of required teaching experience. **PLEASE NOTE** at least one of the PCTF applications must be received by October 1 so the applicant can meet the one full year of teaching experience requirement.
- All PCTFs, must be held within four scholastic years from the July 1 beginning date of the first PCTF. Although three one-year certificates may be held, applicants who successfully complete **all requirements** in one scholastic year may apply for the Professional Educator Certificate. An applicant must complete at least **one full** scholastic year of teaching experience **while holding** the PCTF.
- **There is a cap of three alternative type certificates.** An applicant may receive no more than three conditional, interim, provisional, or temporary certificates (or any combination of these) within the four scholastic years from July 1 of the first certificate held.
- Applicants who **do not** complete this approach:
 - If the applicant does not complete the PCTF Approach and earn a Professional Educator Certificate within four scholastic years of receiving their first PCTF (July 1st), they cannot receive another conditional, provisional, or temporary certificate for five years. The five-year waiting period begins after the expiration (June 30) of the last conditional, provisional, or temporary certificate.
 - If the applicant does not complete the PCTF Approach please note, they may receive no more than three conditional, interim, provisional, or temporary certificates (or any combination of these) within the four scholastic years from July 1 of the first certificate held.
- I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal ([Courses Catalog](#)) to ensure the applicant will be properly certified for each period/block of the day. Although several courses appear in the Courses Application as proper certification, for purposes of the PCTF, the **only courses** an applicant can be assigned to are those in the specific teaching field and the grade level of the requested PCTF. (If found to be needed, the applicant may be assigned for no more than one period/block of the day in any course for which proper certification is listed in the *Subject and Personnel Codes* as “Any Provisional Certificate in a Teaching Field” OR “Any Certificate.”) **ONLY ALSDE Courses must be used and cannot be shredded out.** A list of these courses can be found at **Alternative Certificates** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Provisional Certificate in Teaching Field*).

NOTE: A PCTF in Computer Science, grades 6-12, is the only teaching field that is proper certification to teach computer science courses that have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request for issuance of a first PCTF in a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses which now have a course-specific permit.

- I understand failure to appropriately assign the applicant may delay the review of the application and/or may result in the applicant's inability to complete the PCTF Approach.
- An applicant who holds a valid PCTF **and** a valid Alabama Professional Educator Certificate or Professional Leadership Certificate must be assigned to teach courses in the specific teaching field and at the grade level of the requested PCTF for at least the majority of the day.
- The PCTF is only valid for employment with the public school system or nonpublic/private school to which the PCTF is issued. An applicant completing the PCTF Approach can be employed in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
- An applicant who has been unconditionally admitted to an Alabama Alternative Class A Educator Preparation Program in a teaching field and grade level listed under the Recommendation section cannot be issued a PCTF in that same teaching field and grade level. The Interim Employment Certificate Approach must be used. The PCTF is an option if the applicant is no longer currently enrolled in the Alabama Alternative Class A Preparation Program and has any remaining certificates available within four scholastic years from the July 1 starting date of the first certificate.

- The submission of supporting documents or paying the nonrefundable application fee ONLY (e.g., official transcripts) does not constitute making an application for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
- I understand the appropriate LEA/nonpublic/private school designees must complete the **Beginning Teacher Alternative Certification Program (Supplement BTA)** form indicating acceptable performance for applicants who have held less than 3 PCTFs, when applying for the **Professional Educator Certificate**.
 - If the applicant's performance indicators denote **more than two** "Growth Needed" or a response of "No" is procured for question 10, the applicant will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.
 - I also understand if the aforementioned indicators are denoted or a response of "No" is procured for question 10, the applicant has been provided a copy of Supplement BTA, and Form PFA cannot be submitted. Documentation of the appropriate mentoring, professional learning, and/or training must be submitted. **PLEASE NOTE since there is a limit on the number of certificates that can be held, the LEA and the applicant should be aware of the applicant's performance at all times.**
- I understand, the application process for the applicant's Professional Educator Certificate must be completed in conjunction with the LEA or eligible nonpublic/private school where the last certificate was held.
- I confirm the applicant received a signed photocopy of this form.
- I confirm and understand the LEA's responsibilities, applicant requirements/responsibilities, deadlines and important details related to the PCTF approach.
- I confirm that I have implemented formal procedures to monitor the applicant's adherence to the requirements outlined in the PCTF Approach.

LEA/Nonpublic/Private School Representative's Signature: _____

RECOMMENDATION

To be completed by the employing Alabama county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the **third** PCTF in the teaching field of (select **one** below, must be the same as the first and second):

Grades K-12		Grades 6-12		Grades 4-8
☐ Arabic	☐ Korean	☐ Agriscience Education	☐ General Science	☐ English
☐ Chinese	☐ Latin	☐ Algebra I	☐ General Social Science	☐ Language Arts
☐ Dance	☐ Music/Choral	☐ Biology	☐ Geography	☐ General Science
☐ English for Speakers of Other Languages	☐ Music/Instrumental	☐ Business/Marketing Education	☐ Geometry	☐ General Social Science
☐ French	☐ Russian	☐ Career Technologies	☐ Health Education	☐ Mathematics
☐ German	☐ Spanish	☐ Chemistry	☐ History	
☐ Italian	☐ Theatre	☐ Computer Science	☐ Mathematics	
☐ Japanese	☐ Visual Arts	☐ English Language Arts	☐ Physical Education	
		☐ Family and Consumer Sciences Education	☐ Physics	

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Email Address

Telephone Name

Date

APPLICATION PACKET CHECKLIST FOR THE THIRD PCTF

Required for issuance of the **third** PCTF, valid **July 1, 2026, to June 30, 2027**;
if the second PCTF was held during the **2024-2025** or **2025-2026** scholastic years.
Please check all boxes to indicate you have read and submitted all required items.

Application Forms

- ☐ Submission of Supplement CIT Form with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of this application Form XTF.

Nonrefundable Application Fee

- ☐ A \$38.00 **nonrefundable** application fee. A major credit card is required. A transaction fee will be applied. All application fees are non-refundable.

- To make an online payment, you **must** have an **AIM account**.
- To **create or log in** to your AIM account, please visit [ALSDE | AIM](#).
- Once you have created an AIM account and logged in, 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.

Background Clearance

- ☐ Background clearance is 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 if you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.

Classroom Schedule

- ☐ Submission of the applicant's schedule from PowerSchool (for public schools) or classroom schedule on school letterhead (for nonpublic/private schools only) verifying the applicant is properly certified each period/block of the day. The only courses the applicant can teach are those in the specific teaching field and at the grade level of the requested PCTF based on the **current** ALSDE Courses Application within the AIM Portal (see **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about the assignment). **NOTE: The submitted PowerSchool schedule must display the Teacher Schedule, printed from the district office view, for the entire academic year.**

NOTE: ALSDE Courses must be used and cannot be shredded out.

The PowerSchool classroom schedule or classroom schedule on school letterhead (for nonpublic/private schools only) **must be signed off by the LEA/Nonpublic/Private 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.

Teacher Mentor

- ☐ A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the teaching field of the PCTF or in a related field and has had at least three full years of full-time professional educational work experience.

Official Transcripts

- ☐ Submission of official transcript(s) verifying credit earned in **the remaining two required courses prior to October 1, 2026.**

I, as the designated representative of the LEA/Nonpublic/Private School who requested the applicant's official transcript, am providing 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. (Official or unofficial transcripts downloaded by the applicant or opened by the applicant are not acceptable.)**
- ☐ I have reviewed and verified the applicant has completed the remaining two required courses with at least a grade of B.
- ☐ I have included my signature on the applicant's official transcript as the designee representative of the LEA/nonpublic/private school.

LEA/Nonpublic/Private School Representative's Initials: _____

The applicant's **current legal** name and Social Security or ALSDE ID number must accompany the transcript(s).

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

The application process for the Professional Educator Certificate must be completed in conjunction with the LEA or eligible nonpublic/private school where the last certificate was held.

The application for the **Professional Following the Alternative Application** may be found at (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Provisional Certificate in Teaching Field*).

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in a Teaching Field Approach (Form PFA). **The application must be received in the Educator Certification Section by or postmarked no later than October 1 of the calendar year during which the four scholastic year window ends.** If not received, the individual will forfeit the right to seek a Professional Educator Certificate through this approach.

2. Submission of the **nonrefundable** application fee.

3. Submission of the **Beginning Teacher Alternative Certification Program** (Supplement BTA), which must **be completed and submitted by the employing school system.** I understand that I must receive successful performance indicators. If my performance indicators reflect **more than two** "Growth Needed" ratings or a response of "No" to question 10, I will be required to complete an additional full scholastic year of full-time teaching experience, with improvement in those identified areas, even if all other requirements for certification have been met.

NOTE: Only required if the applicant held less than three PCTF certificates during the applicant's four-year window.

4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the first, second or third PCTF during the four year window. The full-time assignment must have been only teaching courses in the specific teaching field and at the grade level for which the PCTF was held. **(The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the PCTF only if the PCTF was proper certification for the course.)**

5. All requirements for issuance of the first, second, and third PCTF have been met.

6. Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Pedagogy Assessment. An applicant who holds a **valid Alabama Professional Educator Certificate in a teaching field is exempt from the Pedagogy Assessment requirement.**

- If **all** three scholastic years are completed on the PCTF approach, the applicant may pass either the edTPA Handbook for the teaching field and grade level for which the PCTFs were issued, **OR** the Praxis Principles of Learning and Teaching (PLT) test.
- If **less than** three scholastic years (at least one full scholastic year is required) are completed on the PCTF approach, the applicant **must** pass the edTPA Handbook for the teaching field and grade level for which the PCTFs were issued.

edTPA Information

Information about the edTPA may be found at [edTPA](#) (click: *Candidates*).

NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required.

PLT Information

Information about the PLT may be found at [Praxis](#).

NOTE: PCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 OR Grades 7-12. PCTFs for grades 6-12 must pass the PLT test for Grades 7-12.

COURSEWORK REQUIREMENTS

1. If the applicant **does not hold** a valid Alabama Professional Educator Certificate in a teaching field, no more than 12 semester hours of applicable coursework with **grades of "C"** or above, must be earned. Coursework shall include the following:
 - a. classroom management;
 - b. the evaluation of teaching and learning;
 - c. strategies for teaching special needs students in inclusive settings;
 - d. methods of teaching in the teaching field and at the grade level for which certification is sought.
2. Credit must be earned **prior to October 1** of the scholastic year for which the third PCTF is to be issued.
3. Coursework completed **ten or more years prior to the July 1 beginning valid period of the first PCTF** will not be accepted.
4. All courses must be earned at Alabama colleges or universities with State-approved educator preparation programs. The required courses may have been taken at more than one Alabama college or university.

NOTE: Courses at Alabama colleges or universities currently approved to meet these requirements may be viewed on listings at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Preparation* ⇨ *PCTF/PCCT Approved Provisional Courses*). Only courses from **this approved listing will be accepted**.

NOTE: Coursework used for the issuance of a Class B Professional Educator Certificate through the PCTF Approach may not later be applied to meet coursework requirements of an Alabama Class A (master's degree level) or Class AA (sixth-year level) State-approved educator preparation program in any area.

Important Information Regarding the Methods of Teaching Course

Methods courses may not be available during summer terms.

For the teaching fields of **agriscience, business/marketing education and family and consumer sciences education, it is recommended** credit for the methods course be earned at an Alabama college or university with a State-approved educator preparation program in **agriscience, business/marketing education or family and consumer sciences education** for grades 6-12, respectively.

For the teaching field of **computer science**, the methods course must be either Methods of Teaching **Mathematics** for grades 6-12 or Methods of Teaching **General Science or Biology or Chemistry** for grades 6-12. The course must be earned at an Alabama college or university with a State-approved educator preparation program in mathematics, general science, biology, or chemistry for grades 6-12, respectively.

NOTE: When an Alabama institution has been approved to offer a State-approved educator preparation program in computer science, the methods requirements will be transitioned to Methods of Teaching Computer Science.

For the teaching fields of **agriscience education, business/marketing education, and career technologies**, the methods course must be earned at an Alabama college or university with a State-approved educator preparation program in a career and technical education teaching field.

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

As an applicant through the PCTF Approach to certification, I understand:

1. If I earned credit in more than five education courses but did not complete a traditional P-12 educator preparation program leading to certification, *I am granting permission* for the ALSDE's Office of Teaching and Leading to verify my status with the college/university and for the college/university to release any pertinent information/documents regarding my matriculation through the educator preparation program at the institution. I understand any negative information provided could impact my ability to begin the Provisional Certificate in a Teaching Field Approach. An applicant who holds an Alabama Professional Educator Certificate or Professional Leadership Certificate may be exempt from this five-course limit.
2. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
3. Meeting the requirements of the PCTF Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the same teaching field and grade levels of the PCTF.
4. The AECAP Praxis subject area test(s) and score required for the first PCTF will be acceptable for issuance of the professional certificate as long as the PCTF approach is completed in the four-year window.

5. When I apply for a Professional Educator Certificate, my employing LEA or nonpublic/private school must complete the Beginning Teacher Alternative Certification Program (Supplement BTA) form if I have held fewer than three PCTFs.
- If my Supplement BTA reflects more than two **"Growth Needed"** performance indicators or a **"No"** response to Question 10, I will be required to complete an additional full year of full-time teaching experience with improvement in those areas before I can be recommended for a Professional Educator Certificate, even if I have met all other certification requirements.
- In this situation, the application for the Professional Certificate cannot be submitted on my behalf. Instead, documentation demonstrating appropriate mentoring, professional learning, and/or training must be provided. Because there is a limit on the number of alternative certificates that may be issued, I acknowledge the importance of maintaining satisfactory performance throughout my participation in the alternative certification program.
6. I shall no longer be eligible for certification under the PCTF or any alternative certificate approach **for five years** if I do not complete this approach or any other eligible alternative approach in its entirety and earn the Professional Educator Certificate as outlined. **The five year count begins after the June 30 date of the last held conditional, provisional, or temporary-approach certificate.**
7. An individual who does not apply **by October 1 of the calendar year during which the four scholastic year window ends** will forfeit the right to seek a Professional Educator Certificate through this approach. For issuance of my Professional Educator Certificate, I must meet all requirements, and in conjunction with my LEA or nonpublic/private school submit the Application for the Professional Educator Certificate Following the PCTF Approach (Form PFA), along with any supporting documents.
8. I may not be employed on any more than three conditional, interim, provisional, or temporary-approach certificates, or any combination thereof, within the four scholastic years from the July 1 beginning date of the first conditional, interim, provisional, or temporary-approach certificate. The time frame will not be extended past the four-year window for individuals holding a conditional, interim, provisional, or temporary-approach certificate and who have not been issued the resulting Professional Educator or Professional Leadership Certificate.
9. I have carefully read the PCTF application document for issuance of the first, second, third, and Professional Educator Certificate to learn about the requirements, deadlines, and important details for getting the next certificate. I also understand it is my responsibility to stay in contact with appropriate personnel at my school system for any question(s) I may have.
10. I understand it is my responsibility to keep all personal data updated in my AIM account and on file in the Educator Certification Section current.
11. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF THIS LICENSE/CERTIFICATE.

Date _____

Signature of Applicant _____