



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:

Professional Educator Certificate following the Conditional Certificate in a Teaching Field (CCTF) Approach

A complete application packet must be received in the Educator Certification Section or postmarked no later than **October 1 of the calendar year**, during which the four-year window ends. An applicant's four-year window begins the scholastic year for which the 1st CCTF or other alternative-type certificate is issued (i.e., The 1st CCTF was issued the 2024-2025 scholastic year, the four-year window expires the 2027-2028 scholastic year). **The application process must be completed and submitted by authorized personnel with one of the approved Alabama Alternative Teacher Preparation Organizations (ATPOs).**

All requirements for issuance of the Professional Educator Certificate must be met prior to the **October 1 of the calendar year**, during which the four-year window ends.

The Professional Educator Certificate will be issued in the same teaching field and at the grade level for which the CCTF(s) were issued. Completion of this approach leads to a Class B (bachelor's degree level) Professional Educator Certificate.

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 (Choose one) ☐ (01) Hispanic Latino ☐ (02) Not Hispanic Latino		Gender (Choose one) ☐ (F) Female ☐ (M) Male		Race (Choose one or more, regardless of Ethnicity) ☐ (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 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 <u>other than the Alabama State Department of Education?</u>					
☐ 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 <u>other than the Alabama State Department of Education?</u>					
☐ 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?					

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.

ALABAMA ALTERNATIVE TEACHER PREPARATION ORGANIZATION RECOMMENDATION

Check the appropriate Alabama-approved Alternative Teacher Preparation Organizations (ATPO):

☐ *iteach* Alabama
 ☐ #T.E.A.C.H Alabama
 ☐ American Board Alabama

I verify this applicant has completed all requirements of the ATPO checked above, **AND** I recommend this applicant for the Class B (bachelor's degree level) Professional Educator Certificate in the same teaching field and grade level(s) of the CCTF certificates held.

Teaching Field _____

Grade Level(s) _____

This application and supporting documents must be submitted by authorized personnel with the appropriate ATPO directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

Signature of Authorized ATPO Personnel

Typed or Printed Name

Date

APPLICATION PACKET CHECKLIST FOR THE PROFESSIONAL EDUCATOR CERTIFICATE

Application Forms

☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.

☐ Submission of this application Form PFC.

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.

Alabama Alternative Teacher Preparation Organizations

☐ Submission of the ATPO Letter of Completion.

☐ Submission of the applicant's ATPO official transcript verifying satisfactory completion of all program requirement modules.

Career and Technical Education

☐ For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education**. The applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate *Alabama State Department of Education's (ALSDE) Career and Technical Education Teacher Certification Program (CTE TCP Level 1)* is on file with the Educator Certification Section or has been completed **prior to October 1 of the calendar year** during which the four-year window ends.

Teaching Experience	
☐	<u>Submission of Supplement EXP</u> is to be completed by the employing Alabama county/city superintendent or eligible nonpublic/private school administrator for an applicant completing the CCTF. The full-time assignment must have been in the specific teaching field and at the grade level for which the CCTF was proper certification. • If completing this option with less than the required three years, at least one full scholastic year of full-time appropriate experience is required. • The experience requirement must be met prior to application submission. • The Supplement EXP must be completed by the employing LEA and forwarded to authorized ATPO personnel to be submitted with this application packet.
Testing Requirements	
☐	For ALL teaching fields <u>electronic submission to the ALSDE by the testing company</u> of the applicant's current passing score on the AECAP Pedagogy Assessment (edTPA/PLT) on a test administration date prior to October 1 of the calendar year during which the four-year window ends. An applicant who holds a valid Alabama Professional Educator Certificate in a teaching field is exempt from the Pedagogy Assessment requirement. ☐ Option 1 Applicant completed all three scholastic years on the CCTF Approach and is submitting a passing score on the AECAP: ☐ Praxis Principles of Learning and Teaching (PLT) test OR ☐ edTPA Handbook for the teaching field and at the grade level for which the CCTFs were issued. ☐ Option 2 Applicant completed one or two scholastic years on the CCTF Approach and is submitting a passing score on the AECAP edTPA Handbook for the teaching field and grade level for which the CCTFs were issued. Information about the PLT may be found at Praxis. NOTE: CCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 OR Grades 7-12. CCTFs for grades 6-12 must pass the PLT test for Grades 7-12. Information about the edTPA may be found at edTPA (click: <i>Candidates</i>). 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.
☐	For the teaching fields of Early Childhood Education (P-3), Elementary Education (K-6), and Collaborative Special Education Teacher (K-6): <u>Electronic submission to the ALSDE by the testing company</u> of the applicant's current passing score on the Foundations of Reading 890 assessment. For additional information, please visit Foundations of Reading for Alabama (nesinc.com).
☐	For the teaching fields of Collaborative Special Education Teacher (K-6) and Collaborative Special Education Teacher (6-12): <u>Electronic submission to the ALSDE by the testing company</u> of the applicant's current passing score on Praxis 5355 Special Education Content Knowledge. The current passing score must be <u>electronically submitted to the ALSDE by the testing company</u>. For additional information, please visit Praxis.
APPLICATION SUBMISSION and ATTESTATIONS	
As an applicant for the Professional Educator Certificate, 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. • The submission of supporting documents or the nonrefundable application fee ONLY (e.g., Supplement EXP) does not constitute making an application for certification. Incomplete forms will delay the review of the file. • It is my responsibility to keep all personal data updated in my AIM account and on file in the Educator Certification Section current. • FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF THIS LICENSE/CERTIFICATE.	
Date _____	Signature of Applicant _____