

Junior Reserve Officer Training Corps (JROTC) Certificate Approach

This certification approach is for individuals seeking initial issuance or re-issuance of the JROTC Certificate. ***This is not an application***; this document provides general information and outlines requirements. The online application must be completed in conjunction with employing an Alabama county/city superintendent or administrator of an eligible nonpublic/private school.

<u>REQUIREMENTS</u>	
	A \$38.00 <i>nonrefundable</i> application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$38 nonrefundable fee for issuance. A transaction fee will be applied.
	Verification of United States citizenship or lawful presence in the United States.
	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. - 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 recommendation from the employing county/city superintendent or nonpublic/private school administrator.
	A recommendation by a branch of the United States military to serve in the capacity of a JROTC instructor.
	Verification of an appropriate schedule reflecting proper certification for each period/block of the day.

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](#) and follow provided instructions.