

Application for the ALABAMA Lifetime Certificate for *Some* Retired ALABAMA Educators

To ALABAMA's educators who have retired after dedicating **25 or more years** to serving ALABAMA's students, THANK YOU for your unwavering commitment, compassion, and professionalism. Your years of service have shaped countless lives, strengthened our schools, and left a legacy across our state. The ALABAMA State Department of Education is deeply grateful for your dedication to the teaching profession and the difference you have made in the lives of generations of students. Congratulations and enjoy your retirement!

This certificate is available for ALABAMA educators who are retired with 25 or more years of experience in ALABAMA. This application process allows the holder of an ALABAMA Professional Educator Certificate, Professional Leadership Certificate, or renewable Career and Technical Certificate to convert their certificate(s) to the ALABAMA Lifetime Certificate. Certificates that require outside licensure (e.g., Cosmetology and Barbering) will not be converted.

Individuals can apply January 1st through June 30th during the calendar year when their certificate expires.

- **A complete application packet must be mailed to the address listed above.**
- **Due to the anticipated volume of applications that will be submitted, please allow up to 4 weeks for review.**
- **This application cannot be submitted for individuals whose certificate expires June 30, 2027, or thereafter. An updated application will be posted.**

PERSONAL DATA				
<i>Legal Name as it appears on government-issued identification.</i>				
Title (e.g., Mr.)	First	Middle	Last	Suffix
Street/Apt./P.O. Box/Route and Box		City	State	ZIP Code
Email Address		Home Telephone	Cell 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 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?			

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.

Select the appropriate category that fits your application submission. The items indicated directly below must be submitted with this application. The Educator Certification Section will verify the 25 or more years of experience with The Retirement Systems of ALABAMA.

Option 1: My certificate expired June 30, 2026, and I renewed my certificate before it expired.	
☐	Supplement CIT verifying United States citizenship or lawful presence.
☐	A \$162.00 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.	
Option 2: My certificate expired June 30, 2026, and I did NOT renew my certificate before it expired because I was waiting for this Certificate approach to become available.	
☐	Supplement CIT verifying United States citizenship or lawful presence.
☐	A \$200.00 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.	
Option 3: My certificate expired June 30, 2025, or prior.	
☐	Supplement CIT verifying United States citizenship or lawful presence.
☐	A \$200.00 nonrefundable application fee <u>and</u> a \$38.00 late fee for a total of \$238.00 . 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 is based on a fingerprint review.
- If a certificate is not continued or reinstated during the calendar year of its expiration, a NEW background check is required. The NEW background check results must be on file in the Educator Certification Section within 30 days before the application is received in the Educator Certification Section. NOTE: If another valid ALABAMA certificate, license, or permit is held on the date the application is received in the Educator Certification Section, a new background check is NOT required. - 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.	

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. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF THIS LICENSE/CERTIFICATE.

Date _____ Signature of Applicant _____

This page does not have to be mailed in with the application.

**Frequently Asked Questions
(Updated 8/10/2026)**

I have worked for more than 25 years in ALABAMA, but I have not retired. Can I apply for the ALABAMA Lifetime Certificate? NO, you must have retired.

Do all my years have to be in ALABAMA? YES, the Educator Certification Section will confirm with The Retirement Systems of ALABAMA that the individual has the required 25 years in ALABAMA.

I am going to retire soon. Can I apply as soon as I retire? NO, you will have to wait until the year your certificate expires.

Will I be required to complete professional learning or PLUs to maintain the Lifetime Certificate? NO, not to maintain the Lifetime Certificate. This certificate will have a lifetime validity. If employed part-time with an ALABAMA school system, they may require training.

Can I work part-time in an ALABAMA school system with this Lifetime Certificate? YES, if an individual decides to return to part-time employment with a school system after retirement and the issuance of this certificate, the school system may require training and/or professional learning.

Do I pay \$200 per certificate I hold? NO, you pay a \$200 fee with the application.

Can my cost be prorated? NO

When am I required to pay a late fee? If a certificate is not renewed between January 1 and June 30 of the calendar year during which your certificate(s) expires, a \$38.00 late fee is required.

Can I use the Lifetime Certificate to apply for certification in another state? Each state has different reciprocity requirements. It is up to the receiving state as to whether it will be accepted.

I hold a Lifetime Certificate in another state. Can I use that certificate to apply for the Lifetime Professional Certificate in ALABAMA? NO, if requirements are met, out-of-state lifetime certificate holders will be issued the matching ALABAMA credential (Professional Educator, Professional Leadership, or Career and Technical Education Certificate). To earn an ALABAMA Lifetime Professional Certificate, you must meet ALABAMA's specific in-state experience and retirement requirements.

Do I get to keep all of my endorsements, including those on my Professional Leadership Certificate? YES, except for those that require outside professional licensure. For example: Health Science, Cosmetology and Barbering, Dyslexia, etc.

What will my certificate look like? All applicable endorsements will be transferred to the Lifetime Certificate.

I meet the requirements for the Lifetime Certificate, but my certificates were just renewed for 2026. Can I use this option? YES, a provision is made for this situation on the application.