

Military Veteran Temporary Teaching Certificate (MVTTC) Approach

This application process for the Military Veteran Temporary Teaching Certificate 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).

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?					
RECORD OF EDUCATION					
Degree and Major	Name of College/University	Location	Dates Attended Beginning MM/YY	Dates Attended Ending MM/YY	

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.

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

- My local board of education is willing to participate in the MVTTC 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 certificate. I understand the MVTTC will not be issued to the applicant until all eligibility requirements have been met and background clearance has been received.
- 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 MVTTC, the **only courses** an applicant can be assigned to are those in the specific teaching field and the grade level of the requested MVTTC. (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 *Courses Catalog* as “Any Certificate.”) **ONLY ALSDE Courses must be used and cannot be shredded out.**
- I understand failure to appropriately assign the applicant may delay the review of the application.
- **I understand that any training for the individual to operate in the capacity for which they are being hired is the responsibility of the LEA.**
- The MVTTC is only valid for employment with the public school system or nonpublic/private school to which the MVTTC is issued.
- The submission of supporting documents **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.**
- Time served as a teacher pursuant to a MVTTC **shall not be counted** in determining continuing service status.
- The Military Veteran Temporary Teaching Certificate is valid for five consecutive scholastic years, is nonrenewable, and cannot be reissued.
- Individuals who receive the MVTTC are not eligible to hold an Emergency Certificate or Career and Technical Temporary Certificate. Individuals who have held an Emergency Certificate or Career and Technical Temporary Certificate are not eligible to hold the MVTTC.

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 MVTTC in the teaching field of (select **one** below):

☐ Early Childhood Education P-3	☐ Career Technologies 6-12	☐ Chinese P-12
☐ Elementary Education K-6	☐ Chemistry 6-12	☐ Choral Music P-12
☐ English Language Arts 4-8	☐ Computer Science 6-12	☐ English for Speakers of Other Languages P-12
☐ General Science 4-8	☐ English Language Arts 6-12	☐ French P-12
☐ General Social Science 4-8	☐ Family and Consumer Sciences 6-12	☐ German P-12
☐ Mathematics 4-8	☐ General Science 6-12	☐ Instrumental Music P-12
☐ Agriscience Education 6-12	☐ General Social Science 6-12	☐ Japanese P-12
☐ Algebra I 6-12	☐ Geography 6-12	☐ Latin P-12
☐ Biology 6-12	☐ Geometry 6-12	☐ Physical Education P-12
☐ Business/Marketing Education 6-12	☐ Health Education 6-12	☐ Russian P-12
	☐ History 6-12	☐ Spanish P-12
	☐ Mathematics 6-12	☐ Theatre P-12
	☐ Physics 6-12	☐ Visual Arts P-12

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Email Address

Telephone Number

Date

APPLICATION PACKET CHECKLIST MVTTC*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 MVT**.

Nonrefundable Application Fee

- ☐ A fee is not required. **Thank you for your service.**

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.

- ☐ 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 MVTTC 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.

- ☐ Submission of Form DD214 verifying at least 48 months of active duty military service with an honorable discharge or a medical separation.

- ☐ Assignment of a mentor for a minimum of two years or participation in the Alabama Teacher Mentor Program. The mentor assigned to the applicant must hold a valid Alabama Professional Educator Certificate in the same teaching field of the applicant and have at least three full years of full-time professional educational work experience in a P-12 setting.

Name of Mentor _____ ALSDE ID of Mentor _____

☐	<u>Submission of</u> official transcripts of all degrees and credit earned prior to application submission. A minimum of at least 60 semester hours of coursework with an overall grade point average (GPA) of at least 2.5 on a 4.0 scale is required. All credit must be earned from an institution of higher education that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the credit was earned. NOTE: If the institution of higher education was not regionally accredited or DEAC accredited the institution may be reviewed on an individual basis to determine if it was recognized (regional or national accreditation) by the United States Department of Education at the time the credit was earned. 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 prior approval of credit acceptance from the Educator Certification Section. For prior approval, please email copies of transcripts to edcert@alsde.edu to the attention of Mrs. Shavon Harris. ☐ 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 <u>legal</u> name and Social Security or ALSDE ID number must accompany the transcript(s).
☐	<u>Electronic submission to the ALSDE by the testing company</u> of the applicant's required score on the AECAP Alabama-prescribed Praxis subject area test(s) in the recommended teaching field and grade level earned prior to application submission. The required subject area tests and passing scores may be found at Praxis.

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

As an applicant through the MVTTC Approach I understand:

1. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
2. This is a temporary certificate approach that does not lead to Professional Certification.
3. The MVTTC is valid for five consecutive scholastic years, is nonrenewable, and cannot be reissued. During these five years, it is my responsibility to complete requirements of an approach to obtain an alternative type or professional certificate.
4. Individuals who receive the MVTTC are not eligible to hold an Emergency Certificate or Career and Technical Temporary Certificate. Individuals who have held an Emergency Certificate or Career and Technical Temporary Certificate are not eligible to hold the MVTTC.
5. **Based on current requirements**, once I earn a degree with the appropriate GPA, the Conditional Certificate in a Teaching Field or a Provisional Certificate in a Teaching Field may be options for me to obtain Professional Certification. To learn more about these approaches, I may speak with my school system's HR Director, or email edcert@alsde.edu to the attention of Dr. Kelly Stanton or Mrs. Shavon Harris. I may also speak with the certification officer at an Alabama college/university about completing a teacher education program. Contact information for each college/university may be found at [Alabama Achieves | Teacher Preparation Programs](#).
6. It is my responsibility to keep all personal data updated in my AIM account and on file in the Educator Certification Section current.
7. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF THIS LICENSE/CERTIFICATE.

Date _____

Signature of Applicant _____