

1st Interim Employment Certificate (IEC) Approach for the 2026-2027 Scholastic Year

This certification approach is for individuals seeking an Interim Employment 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 and the Alabama college/university.

GENERAL INFORMATION

The Interim Employment Certificate (IEC) facilitates employment for individuals who have been unconditionally admitted to specific master's or education specialist's level State-approved educator preparation programs or a master's level CACREP- accredited school counseling program at an ALABAMA college/university.

REQUIREMENTS for 1st IEC

	A \$38.00 nonrefundable 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.
	Supplement SA1a or SA1b AND supporting documentation verifying the applicant's unconditional admission to an Alabama Class A or Class AA State-approved educator preparation program or CACREP-accredited school counseling program prior to the date the application for the first IEC is received in the Educator Certification Section.
	Official transcripts of all degrees and credits earned.
	Proper assignment of courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the current Courses Application (courses.alsde.edu) within the AIM Portal.
	A mentor assigned to the applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the same teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience in a P-12 setting.
	If the IEC is to be issued in any area of special education , this LEA or nonpublic/private school will provide the applicant with high-quality professional development that is sustained, intensive, and classroom focused, and intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. Documentation must be maintained by the LEA or nonpublic/private school.

ADDITIONAL INFORMATION

The employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school:

1. Must have established procedures for monitoring the applicant's compliance with the requirements of the IEC Approach.
2. Understands the applicant must be employed, and if the IEC is the only valid certificate held, his/her assignments must be in the specific teaching field and grade level or in the specific instructional support area of the IEC being requested. (If found to be needed, the applicant may be assigned for no more than one period/block of the day to a course that is not in the specific teaching field and grade level or in the instructional support area requested only if the requested IEC is proper certification for the course). **NOTE:** ALSDE Courses must be used and cannot be shredded out.
3. Must check the current Alabama State Department of Education (ALSDE) Courses Application (courses.alsde.edu) within the AIM Portal to ensure the applicant is properly certified for each period/block of the day.
 - Failure to appropriately assign the applicant may result in the applicant no longer being eligible to hold an Interim Employment Certificate.
 - Failure to assign the applicant properly will result in citations during compliance monitoring and will reflect negatively on the LEA's state and federal report cards.
4. Understands the IEC Approach allows up to three IECs to be issued, and all three IECs (if eligible) must be held during a four consecutive scholastic year period.
5. Understands the IEC in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses that now have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request to issue a first IEC in an instructional support area or 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 that now have a course-specific permit.

The Applicant understands:

1. An individual may not be employed for more than three scholastic years while holding a conditional, interim, provisional, or temporary-approach certificate. There is a cap of three of these certificates, or any combination thereof.
2. All IECs (up to three, if eligible) must be held during a four consecutive scholastic year period. If three IECs are held and all requirements have not been completed and a Professional Educator Certificate or Professional Leadership Certificate issued in the area and the grade level of the three IECs, I shall no longer be eligible for employment under an IEC or any alternative certificate approach.
3. It is the sole responsibility of the Alabama college or university which I am currently enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the Alabama Administrative Code, Educator Assessment Policy Manual B, and any applicable memoranda. I also understand that the issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements are not met.
4. Applying for Professional Certification is a joint process between me and the Alabama college or university. Additionally, I am aware that I must satisfy all Alabama certification requirements that are in effect at the time my application is received in the Educator Certification Section.
5. If my IECs are in school counseling through the CACREP-accredited School Counseling program option, prior to completion of that program, I must attain a passing score on the National Counseling Examination for Licensure and Certification (NCE) for issuance of my Professional Educator Certificate in school counseling through the CACREP approach (see Form KRP, Application for Alabama Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program).

Applicants are encouraged to read this document in its entirety to ensure requirements are met to apply. Requirements for the 2nd and 3rd IEC can be found on the corresponding General Information sheets.