



EDUCATOR CERTIFICATION SECTION
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334) 694-4557
ALSDE - Alabama Achieves

The Career and Technical Education Additional Teaching Field
Professional Certificate Approach
Form CBP

This application is to be completed by individuals seeking an additional Alabama Certification based on a valid Alabama Professional Educator Certificate in a Teaching Field, and the appropriate and valid Alabama State Department of Education-approved Occupational Proficiency Assessment is held, and CTE 101 is successfully completed.

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 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?				
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 any legally protected classification, including race, color, disability, sex, religion, national origin, or age, in their programs, activities, or employment and provide equal access to the Scouts of America and other designated youth groups. Inquiries regarding non-discrimination policies and/or grievances may be directed as follows: Title IX Coordinator, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101. Telephone: 334-694-4900. Email: supportservices@alsde.edu

GENERAL INFORMATION

1. Individuals who hold a **valid** Alabama Professional Educator Certificate in a teaching field, meet occupational proficiency requirements in effect on the date the application is received in the Educator Certification Section, and successfully complete CTE 101 may add selected Technical Education program area(s) or Health Science to their existing certificate through the Career and Technical Education Additional Teaching Field Professional Certificate Approach.
 - a. This approach is not available to an individual who holds only a Provisional Certificate, Interim Employment Certificate, Business, and Industry to Educational Administrator Certificate, Conditional Certificate in a Teaching Field, Higher Education Transitional Certificate, Career and Technical (Degree Equivalent, and/or Temporary) Certificate, Speech-Language Pathology (Assistant, Temporary, and/or Professional Educator) Certificate, Dyslexia Therapist Endorsement, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Early Childhood Development Certificate, Emergency Certificate, Substitute License, Adjunct Instructor Permit or Computer Science Permit. Any other alternate or non-professional certificate developed will not be considered for this approach.
 - b. The following are not teaching fields: instructional leadership, areas of educational administration and supervision, school counseling, school library-media specialist, school psychometry, school psychology, and sport management.
2. Alabama's currently valid passing score on the Alabama State Department of Education (ALSDE) approved occupational proficiency in health science or the technical education program area for which the certificate is sought is required and must be met prior to application submission. If this requirement is not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet the occupational proficiency in effect on the date the application is received in the Educator Certification Section.
3. CTE 101 is required.
4. The certificate issued through this approach will be a Class B Secondary (bachelor's degree level) certificate.

APPLICATION REQUIREMENTS and CHECKLIST**APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

An application packet for Alabama certification must include the items listed below:

Application Forms

- | | |
|--------------------------|---|
| ☐ | Supplement CIT Form <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States. |
| ☐ | Application Form CBP . |

Nonrefundable Application Fee

- | | |
|--------------------------|--|
| ☐ | A \$38.00 non-refundable application fee. A major credit card is required. A transaction fee will be applied. All application fees are non-refundable. Note: Each additional certificate for which an applicant is determined to be eligible will require a \$38.00 nonrefundable fee for issuance. |
|--------------------------|--|

- To make an online payment, you **must** have an **AIM account**.
- To **create or log in** to your AIM account, please visit [AIM Portal](#).
- 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 you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.

Prerequisite Alabama Professional Educator Certificate

- ☐ A valid Alabama Professional Educator Certificate **in a teaching field**.

Career and Technical Education Teacher Certification Program

- ☐ A photocopy of the applicant's PowerSchool Professional Development Training History Report verifying completion of CTE 101.
- CTE 101 is **not** required if a valid Alabama Professional Educator Certificate in a Career and Technical teaching field, a valid Specialty Area Certificate, or a valid Degree Equivalent Certificate is held.*
- Information about CTE 101 may be obtained from the Office of Career and Technical Education of the ALSDE at (334) 694-4760 or at CTETCP@alsde.edu.

Occupational Proficiency

- ☐ A photocopy or screenshot of the applicant's currently valid passing score on at least the **ENTRY LEVEL** ALSDE-approved occupational proficiency. The occupational proficiency must be in effect on the date this application is received in the Educator Certification Section and must be met **prior to application submission**.

Information about the Alabama State Department of Education (ALSDE) approved occupational proficiency in health science and the technical education program area(s) for which the certificate is sought may be obtained at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *CAREER/TECHNICAL CERTIFICATES* – [Additional Teaching Field – Professional](#)). Occupational proficiency assessments are subject to change.

NOTE: The Occupational Proficiency requirements are reviewed and updated annually, with changes taking effect July 1st. Applications received after July 1st of each year must meet the current Occupational Proficiency requirements. It is the applicant's responsibility to know the occupational proficiency for his/her program area(s), which must be met prior to making an application.

- ☐ **For each program area** sought, indicate the appropriate ALSDE-approved occupational proficiency being submitted.

Program Area (e.g., agriscience, health science, plumbing)	Grade Level (6-12)	Name of ALSDE-approved Occupational Proficiency	Date ALSDE approved Occupational Proficiency Taken and Passed
	6-12		

AVAILABLE PROGRAM AREAS**ONLY** the program areas listed below are available through this approach.I request certification in the following program area(s) (**check all that apply**):**Grades 6-12**

☐	Technical Education: Additive Manufacturing	☐	Technical Education: Flight Technology
☐	Technical Education: Advertising Design	☐	Technical Education: Graphic Arts
☐	Technical Education: Agriscience	☐	Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)
☐	Technical Education: Animation	☐	Technical Education: Industrial Maintenance – Electrical and Instrumentation
☐	Technical Education: Automotive Service	☐	Technical Education: Industrial Maintenance – Mechanical
☐	Technical Education: Aviation Technology	☐	Technical Education: Information Technology Support and Services
☐	Technical Education: Business, Finance, Marketing, and Administration	☐	Technical Education: JAG Specialist
☐	Technical Education: Clothing, Textile, and Interior Design	☐	Technical Education: Law Enforcement
☐	Technical Education: Collision Repair	☐	Technical Education: Legal Services
☐	Technical Education: Commercial Photography	☐	Technical Education: Logistics
☐	Technical Education: Computer Science	☐	Technical Education: Lodging
☐	Technical Education: Construction Technology	☐	Technical Education: Masonry
☐	Technical Education: Consumer Services	☐	Technical Education: Modern Manufacturing
☐	Technical Education: Correctional Service	☐	Technical Education: Modern Manufacturing Center of Excellence
☐	Technical Education: Cosmetology and Barbering	☐	Technical Education: Nutrition and Wellness
☐	Technical Education: Culinary Arts	☐	Technical Education: Plumbing
☐	Technical Education: Cybersecurity and Infrastructure	☐	Technical Education: Precision Machining
☐	Technical Education: Diesel Technology	☐	Technical Education: Real Estate
☐	Technical Education: Early Childhood Education	☐	Technical Education: Robotics & Automation
☐	Technical Education: Educators in Training	☐	Technical Education: Sports Recreation and Attractions
☐	Technical Education: Electrical Technology	☐	Technical Education: Technical Design
☐	Technical Education: Electronics Technology	☐	Technical Education: Travel and Tourism
☐	Technical Education: Emergency and Fire Management Services	☐	Technical Education: Utility Line Worker
☐	Technical Education: Engineering	☐	Technical Education: Welding
☐	Technical Education: Entertainment and Media	☐	Technical Education: Working in Multicultural Environments: Korean
☐	Technical Education: Family Studies and Community Services		

APPLICATION SUBMISSION and ATTESTATIONS

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. Incomplete forms will delay the review of the file.

I understand the Occupational Proficiency requirements are updated annually, with changes taking effect on July 1st each year.

I understand if my application is received after July 1st, I must meet the current Occupational Proficiency requirements.

I understand the submission of supporting documents or paying the non-refundable application fee ONLY (e.g., official transcripts) does not constitute making an application for certification. Incomplete forms will delay the review of the file.

I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. Since certification requirements are subject to change, current requirements may be viewed at [Alabama Achieves/](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *CAREER/TECHNICAL CERTIFICATES* – [Additional Teaching Field – Professional](#))..

I understand that I must **thoroughly read** all requirements of this approach (Form CBP).

I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I understand it is my responsibility to maintain my certificate and to stay informed of current regulations for renewal.

By affixing my signature to this document, I am certifying all information pertaining to this application form is true and correct, and failure to submit accurate information may result in revocation or non-issuance of my certificate.

Date _____ **Signature of Applicant** _____

I have completed the following documents, and I am mailing them to the address below:

- ☐ Supplement CIT, including supporting documentation.
- ☐ Form CBP
- ☐ Receipt verifying online payment of the \$38.00 application fee
- ☐ Required supporting documentation.

All documentation must be mailed to the following address:

Alabama State Department of Education
Educator Certification Section
5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101