

APPLICATION FOR AN ADJUNCT INSTRUCTOR PERMIT

This application is to be completed for individuals seeking an Adjunct Instructor Permit and submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school directly to the Educator Certification Section. The Adjunct Instructor Permit:

1. Allows an individual to be employed only as an adjunct instructor **less than half-time**.
2. Is valid for at least **three** scholastic years.
3. Is **not** an emergency, conditional, temporary, provisional, or Professional Certificate.
4. Upon expiration, **it can** be reissued at the request of an employing county/city superintendent or administrator of an eligible nonpublic/private school and with **current** expertise/occupational proficiency in the teaching field. Permits cannot be reissued until the calendar year they expire.

APPLICATION PACKET CHECKLIST

The Educator Certification Section is unable to determine eligibility for an Adjunct Instructor Permit until this completed application and documents have been received. Application forms and supporting documents are not accepted by fax or e-mail.

- ☐ Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- ☐ Submission of a \$38.00 **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 [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 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 a current and valid Occupational Proficiency for Career and Technical Education program areas.
- ☐ Submission of verification of expertise **in the teaching field** for which the Adjunct Permit is being requested. All forms of verification will be reviewed by the Educator Certification Section to determine acceptability.
 - ☐ Bachelor's or higher degree from a regionally accredited or DEAC-accredited senior institution
 - ☐ Industry Certificate/Licenses
 - ☐ Supplement CTV verifying work experience
 - ☐ Military Experience (DD214 and Training Reports)
 - ☐ This is a Career and Technical Education Program; the current and valid Occupational Proficiency is being submitted.
 - ☐ Other _____

PERSONAL DATA**Legal Name as it appears on government-issued identification.**

Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix
Street/Apt./P.O. Box/Route and Box			City	State	ZIP Code
Cell Telephone		Home Telephone		Work Telephone	
Social Security Number		ALSDE ID		Date of Birth (mm-dd-yyyy)	
Email Address					

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
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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?

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 _____

**TO BE COMPLETED BY THE COUNTY/CITY SUPERINTENDENT OR
NONPUBLIC/PRIVATE SCHOOL ADMINISTRATOR:**
Name of LEA/Nonpublic/Private School: _____

 I recommend this applicant for the Adjunct Instructor Permit in the area of (select **one** below):

☐ Agriscience Education ☐ Arabic ☐ Business/Marketing Education ☐ Career Technologies ☐ Chinese ☐ Choral Music ☐ Dance ☐ English for Speakers of Other Languages ☐ English Language Arts ☐ Family and Consumer Sciences ☐ French ☐ General Science ☐ General Social Science ☐ German ☐ Health Education ☐ Health Science ☐ History ☐ Instrumental Music ☐ Japanese ☐ Latin ☐ Mathematics ☐ Physical Education ☐ Russian ☐ Spanish ☐ Theatre ☐ Visual Arts	☒ Technical Education ☐ Additive Manufacturing ☐ Advertising Design ☐ Agriscience ☐ Animation ☐ Automotive Service ☐ Aviation Technology ☐ Business, Finance, and Administration ☐ Clothing, Textiles, and Interior Design ☐ Collision Repair ☐ Commercial Photography ☐ Computer Science ☐ Construction Technology ☐ Correctional Service ☐ Cosmetology and Barbering ☐ Culinary Arts ☐ Cybersecurity and Infrastructure ☐ Diesel Technology ☐ Early Childhood Development ☐ Educators in Training ☐ Electrical Technology ☐ Electronics Technology ☐ Emergency and Fire Management Services ☐ Engineering	☐ Entertainment and Media ☐ Family Studies and Community Services ☐ Flight Technology ☐ Graphic Arts ☐ Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) ☐ Industrial Maintenance-Electrical and Instrumentation ☐ Industrial Maintenance-Mechanical ☐ Information Technology Support and Services ☐ JAG Specialist ☐ Law Enforcement ☐ Legal Services ☐ Logistics ☐ Lodging ☐ Masonry ☐ Modern Manufacturing ☐ Nutrition and Wellness ☐ Plumbing ☐ Precision Machining ☐ Real Estate ☐ Robotics and Automation ☐ Sports, Recreation and Attractions ☐ Technical Design ☐ Travel and Tourism ☐ Utility Line Worker ☐ Welding
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- I have verification of graduation from high school, or the completion of an Alabama State Department of Education-approved equivalent, on file for the above applicant.
- I understand this Adjunct Instructor Permit, for use in the schools of Alabama, **cannot be used as the basis for employing a full-time teacher. I also understand that an Adjunct Instructor may only be employed less than half-time.**
- I understand if an Adjunct Instructor Permit is requested in Health Science or a Technical Education program area, **current and valid occupational proficiency is required.**
- I understand if an Adjunct Instructor Permit is requested in a teaching field other than Health Science and a Career and Technical program area, **verification of expertise in the teaching field is required.**
- I understand the Adjunct Instructor Permit will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I understand the applicant's assignment(s) must be in the area for which I am requesting the Adjunct Instructor Permit.
- I understand the adjunct instructor must work under the guidance of a mentor who will be designated as the teacher of record.

Name of Teacher of Record/Mentor	ALSDE ID
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Date

Signature of Superintendent/Administrator of Nonpublic/Private School