# **Teacher Re-Certification FAQ's**

- Teachers are responsible for keeping their certificates in good standing and knowing the year that they will expire. However, assistance is offered by Covington County Schools.

- Certificates are valid for five years beginning July 1 and expiring June 30

- In March of each year I send out letters to each person that will have a certificate up for renewal. Proper forms and instructions are enclosed in that letter.

- To renew a certificate a teacher must have 3 full years satisfactory educational experience AND either 50 clock hours of professional development, or 3 semester/4 quarter hours of allowable credit.

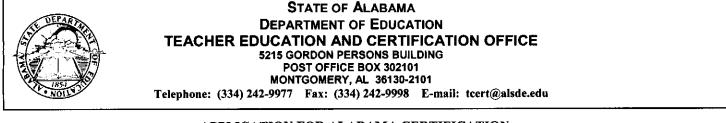
- If a teacher does not yet have 3 full years of educational experience then they must have 50 clock hours of professional development, and 3 semester/4 quarter hours of allowable credit OR 6semester/9 quarter hours of allowable credit.

- After the teacher has completed the necessary forms and above mentioned requirements they will then return to me for verification and mailing to the SDE.

- Payment for renewal is \$20.00 by either Postal Money Order or paying online @ <u>www.alabamainteractive.org/education</u>

I hope this information helps and you are welcome to contact me with questions regarding renewal.

Caylea Bonds, Secretary Covington County Schools Direct Line 334-427-3812 Fax Line 334-222-7574



#### APPLICATION FOR ALABAMA CERTIFICATION

The following materials must be submitted to the Teacher Education and Certification Office as part of the application packet: (1) Application for Alabama Certification; (2) Any supplement form required for the certification sought and supporting documents listed on that supplement; (3) Official transcripts of all degree(s) and credits earned, in sealed envelopes from the institutions; (4) A \$20 nonrefundable application fee in the form of a cashier's check or money order made payable to the Alabama Department of Education; and (5) As required two completed fingerprint cards, a release form, a consent form, and a separate \$49 nonrefundable fingerprint fee in the form of a cashier's check or money order made payable to the Alabama Department of Education and fingerprint fees may also be paid through the Alabama Department of Education Teacher Certification Online Payment System, with Visa or MasterCard only, at www.alabamainteractive.org/education. A transaction fee will be applied. Verification of the transaction identification number must be included with the application packet. Incomplete application packets will be returned. The submission of original valid certificates from other states or Supplement CER is optional, but will be issuance of a certificate. Type or use black ink when completing this form.

I.	Per	sonal	Data:

Applicant: _	Title (e.g., Mr., Mrs.)	First	Middle	Maiden	Last Name	Suffix (e.g., Jr., Sr.)
<b>1ailing Address</b>		That	windere	Walden	Last Hume	50000 (0.g., 91, 51.)
taining Autor cas	Street/Apt./P.O. Box/R	oute and Box	City		State	ZIP Code
-mail address:					FOR STATIST	ICAL PURPOSES ONLY
-		_			Race (check one):(01)	
Social Secu	rity Number		Date of Birth			Black (05) Asian Hispanic (06) Other
() Home Pho	( ) ne W	ork Phone	( ) Cell Phone		Sex (check one):(F)	Female (M) Male
I. Indicate the	e basis for submitting (	his application	and enclose a supplement	form, if req	uired:	

\*Indicates the name of the supplement form that must be included in the application packet for a specific certification approach.

- □ Alabama State-Approved Program (NAL\*)
- Alternative Speech and Language Impaired Approach (CLA\*)
- Career/Technical Certificate (Complete item VIII on the reverse of this form) Health Science: Level 4 or 5 Technical Education: Level 2, 3, 4, or 5
- □ Foreign Credentials (Attach the evaluation done by an evaluation service recognized by this Department)
- National Board for Professional Teaching Standards Certification Approach (CLA\*)
- □ Nationally Certified School Psychologist Approach (CLA\*)
- Professional Educator Certificate following the Alabama Alternative Baccalaureate-Level Approach (EXP\*)
- Professional Educator Certificate following the Alabama Preliminary Certificate Approach (EXP\*)
- Program Completed Outside of Alabama (OAL\*)
- Renewal of Certificate (EXP and/or EXP/PT as appropriate; refer to item VII on the reverse of this form)
- Additional Teaching Field Approach (CBT\*)
- □ Other:

#### III. Check Yes or No for each question below: (READ CAREFULLY)

# The following may be requested only by the employing superintendent or headmaster:

- Alternative Baccalaureate-Level Teacher's Certificate (ABC or C/T ABC\*)
- □ First □ Second □ Third □ Special Alternative Certificate (SAF\*)
- □ First . □ Second □ Third □ Career/Technical Certificate (C/T and C/T EV\*)
- Health Science, Level 1, 2, or 3
  Technical Education, Level 1
- □ Emergency Certificate (EMG\*)
- Preliminary Certificate (PRE\*)
- □ ROTC Certificate (RTC\*)

The following may be requested only by the employing public school superintendent:

- Interim Certificate for Certain Retired Educators (INR\*)
- Preliminary Certificate (ADM\*)
- Speech-Language Pathology Assistant Certificate (SLA\*)
  Level I
  Level I
- □ Yes □ No Have you ever had a teacher's certificate/license revoked, suspended, or denied; or have you voluntarily relinquished a certificate/license (allowing a certificate to expire does not apply)? If you are applying from out-of-state and you answer "yes," no action will be taken on your application until the certificate/license has been reinstated by the originating state.
- □ Yes □ No Is there any action pending against your certificate/license or application in another state? If "yes," name the state and/or issuing authority and explain the circumstances. Attach additional sheet if necessary \_\_\_\_\_\_
- □ 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? If you answer "yes," please provide details of conviction, including date and place of conviction, and submit court certified copies of the judgment, conviction, and sentencing. A "yes" answer will not automatically result in a nonissuance but may result in a request for additional information. Attach additional sheet if necessary.

I understand that I must meet all Alabama certification requirements in effect on the submission date of this application including obtaining background clearance, as required, successfully completing the requirements of the Alabama Prospective Teacher Testing Program appropriate to the certification for which I am applying, and meeting any experiential requirements appropriate to the certification I am seeking prior to the issuance of my certificate(s). I certify that all information pertaining to this application is true and correct.

FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NONISSUANCE OF YOUR CERTIFICATE.

Name:

Social Security Number:

#### IV. Record of Education (attach an additional sheet if needed):

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NAME OF COLLEGE OR UNIVERSITY	LOCATION	DATES ATTENDED	DEGREE

V. Educational Experience (Do not include student teaching, substitute, or teacher aide experience. If you have no experience, enter the word "NONE" below. List experience for the previous ten years. Please list your most recent experience first and attach an additional sheet if needed):

DATE	NAME AND LOCATION OF SCHOOL	GRADES AND SUBJECTS TAUGHT

### VI. Alabama Prospective Teacher Testing Program:

(Information may be obtained at the Department's website, www.alsde.edu)

Α,	Basic Skills Assessments (Information and registration at <u>www.act.org/alabamapttp</u> )	Date Assessments Taken or to be Taken	Score Report:	submitted
В.	Subject Assessment(s) (Information and registration at <u>www.ets.org/praxis</u> )	Date Assessments Taken or to be Taken	Score Report:	submitted to be submitted

VII. Renewal (complete for renewal of a professional educator or career/technical certificate):

Check the applicable documentation:

- **College Credit** (official transcripts)
- **Educational Experience** (Supplement EXP and/or EXP/PT which must be received in this Office directly from employer)

Continuing Education Units (Supplement EXP and/or EXP/PT for CEUs earned through Alabama school systems, OR photocopies of completion certificates for CEUs earned while not employed with a school system, OR official transcripts or certificates of completion for any CEUs earned through a college or university, OR for CEUs earned through school systems outside of Alabama, either photocopies of completion certificates or official documentation authorized by the school system or state education agency, OR Supplement RTD for CEUs earned under the special provisions for some retired teachers)

- National Board for Professional Teaching Standards certification (for renewal of professional educator certificates only; photocopy of the certificate must be submitted)
- A copy of the valid license or certificate as a healthcare practitioner (required for Career/Technical Certificates in health science only)
- Copies of the score reports for basic skills assessments and subject assessment(s) taken under the Alabama Prospective Teacher Testing Program, if the professional educator certificate(s) has/have lapsed for more than six months from the expiration date

#### VIII. Career/Technical Certificate:

## Health Science (circle level)

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	Level 4	Indicate month and year New Teacher Institute was completed:	
		Enclose official transcript(s) of required coursework	month/year
	Level 5	Enclose official transcript of master's degree	
	Technical Education	n (circle level)	
	Level 2	Indicate month and year New Teacher Institute was completed	
		Enclose official transcript(s) of required coursework; and	month/year
		Enclose a copy of the certificate indicating verification of passing	the approved occupational proficiency examination
	Level 3	Enclose official transcript(s) of required coursework	
	Level 4 and/or 5	(Application must be made on the basis of completion of an appro	ved teacher education program)

#### IX. Record of last Alabama Teacher's Certificate(s) issued (if none, enter the word "NONE"):

CERTIFICATE(S)	YEAR ISSUED	NAME IN WHICH CERTIFICATE WAS ISSUED

#### X. Send Certificate To:

Applicant OR Employer (If to be mailed to employer, give name and address.)

Name of Alabama School System/Nonpublic School

Address