Revised 09/2011



 **STATE** **OF** **ALABAMA**

 **DEPARTMENT** **OF** **EDUCATION**

 **TEACHER CERTIFICATION OFFICE**

 **5215 GORDON PERSONS BUILDING**

 **POST OFFICE BOX 302101**

 **MONTGOMERY, AL 36130-2101**

####  Telephone: (334) 353-8567 E-mail: tcert@alsde.edu

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| --- |
|  **Certification Based on Valid Professional Certificates Issued by Other States, U.S. Territories,**  **The District of Columbia or The Department of Defense Education Activity (DoDEA)** |

This summary provides general information and is not intended to be all-inclusive regarding Alabama’s certification regulations. Certification regulations contained in this summary became effective on February 1, 2011, and are subject to change.

I. General Information

1. Alabama certification is offered on the basis of valid professional certificates issued by other states, U.S. Territories, the District of Columbia, or the Department of Defense Education Activity (DoDEA), provided Alabama offers comparable certification in terms of areas, grade levels, and degree levels. Alabama certification is not offered on the basis of educator preparation programs completed outside of Alabama. Alabama regulations do not contain a “grandfather” provision. No exceptions will be made to allow the recognition of program completion.

1. Alabama Professional Educator Certificates are issued at the bachelor’s degree level (Class B), master’s degree level (Class A), and sixth-year/education specialist level (Class AA). Alabama Professional Leadership Certificates are issued at the master’s degree level (Class A) and sixth-year/education specialist level (Class AA).
2. Alabama does not offer certification at the doctoral level; however, sixth-year/educational specialist level certification may be considered for holders of doctoral level professional certificates issued outside of Alabama, provided Alabama offers comparable certification at that degree level.
3. If a valid professional certificate issued outside of Alabama does not reflect a degree level, a Supplement VER may be requested by the Teacher Certification Office. This Supplement must be completed by the dean of the college of education or the certification officer at an institution outside of Alabama where an advanced degree level educator preparation program was completed in order that advanced degree level Alabama certification may be considered on the basis of a state (or U.S. Territory or District of Columbia) approved P-12 educator preparation program completed at an advanced degree level. Not all states have state-approved P-12 educator preparation programs.

A master’s degree level program or a sixth-year level/education specialist level program verified by the Supplement VER must have contained at least 30 semester hours of graduate credit. For consideration of initial Alabama certification in any area, the program must have containedan internship or student teaching experience. The transcript must post a major in the teaching field or instructional support area at the degree level of the program. However, if by institutional policy a major is not posted in the teaching field or instructional support area, verification of having earned at least 12 semester hours of graduate credit in the teaching field or instructional support area is required. The 12 semester hours of graduate credit may not include credit for internship, practicum, student teaching, or lab experiences. This credit must have been earned prior to the date of program completion and must not have been applied to the prior issuance of an Alabama certificate in any area.

1. An applicant must hold at least a bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned.

Regional Accrediting Agencies

Middle States Association of Colleges and Schools Northwest Commission on Colleges and Universities

New England Association of Schools and Colleges Southern Association of Colleges and Schools

North Central Association of Colleges and Schools Western Association of Schools and Colleges

1. An applicant who holds both a bachelor’s degree from a senior institution that was not regionally accredited at the time the degree was earned and a bachelor’s degree or higher from a senior institution that was regionally accredited at the time the degree was earned shall have both degrees recognized for certification purposes.
2. An applicant whose only degree is a bachelor’s degree from a senior institution that was not regionally accredited at the time the degree was earned may apply for a Class B Professional Educator Certificate only if the applicant submits, at the time of application, acceptable verification of all of the following:
	1. Completion of a state-approved teacher education program outside of Alabama, and
	2. Avalid professional certificate from another state, a U.S. Territory, the District of Columbia, or DoDEA in an area in which Alabama offers comparable certification at the Class B level, and
	3. Nine semester hours of graduate credit with grades of “B” or above earned from an Alabama institution with State-approved educator preparation programs, and posted on the official transcript of that institution.
3. An applicant who does not meet all of the conditions outlined in I.E.2.a. through c., but who has earned a valid professional certificate from the state where the non-regionally accredited institution is geographically located, may be admitted to an Alternative Class A program at an Alabama institution at the discretion of the head of the teacher education unit.
4. Degrees above the bachelor’s level from senior institutions that were not regionally accredited at the time the degrees were earned will not be recognized for certification purposes.

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*Certification Based on Valid Professional Certificates Issued by Other States, U.S. Territories, The District of Columbia or The Department of Defense Education Activity (DoDEA***)** *Page 2*

**II. Certificate Reciprocity**

1. Certificate reciprocity provides recognition of valid professional certificates issued by other states, U.S. Territories, the District of Columbia, or DoDEA if they are in areas, at grade levels, and at degree levels in which Alabama offers certification. **Alabama requirements for fingerprinting, testing, and experience are ancillary to certificate recognition, and they must be met.**
2. An applicant who holds a least a bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned and a valid professional certificate in a teaching field other than reading and speech or language impairment issued by another state, a U.S. Territory, the District of Columbia, or DoDEA may apply for a Professional Educator Certificate in the teaching field on the basis of certificate reciprocity.
3. An applicant who holds **a graduate degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid master’s or sixth-year/education specialist level professional certificate in reading for grades P-12 or speech or language impairment for grades P-12 issued by another state, a U.S. Territory, the District of Columbia, or DoDEA, may apply for a Professional Educator Certificate in reading or speech or language impairment on the basis of certificate reciprocity.
4. An applicant who holds **a graduate degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid master’s or sixth-year/education specialist level professional certificate in library media, school counseling, school psychometry, school psychology, or sport management issued by another state, a U.S. Territory, the District of Columbia, or DoDEA, may apply for a Professional Educator Certificate in the instructional support area on the basis of certificate reciprocity. The applicant must verify two full years of full-time educational experience in a P-12 school system(s) at the time of application. Experience in increments of less than one semester will not apply toward the calculation of two full years of experience.
5. An applicant who holds **a graduate degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid master’s or sixth-year/education specialist level professional certificate in educational administration (or supervision) issued by another state, a U.S. Territory, the District of Columbia, or DoDEA, may apply for a Professional Leadership Certificate in educational administration (or supervision) on the basis of certificate reciprocity only if the applicant verifies at least three full years of full-time administrative (or supervisory) experience in a P-12 school system(s) at the time of application. Full-time experience in increments of less than one semester will not apply toward the calculation of three full years of full-time experience.
6. Administrative experience is defined as experience as a superintendent or assistant superintendent, principal or assistant principal, career and technical administrator or assistant career and technical administrator, educational administrator or assistant educational administrator. All experience must be in a P-12 school system(s).
7. Supervisory experience is defined as experience directing an education program at the central office level of a P-12 school system.

**To apply for Alabama certification on the basis of certificate reciprocity, the following documents must be submitted:**

* Application for Alabama Certification Based on a Valid Professional Certificate Issued Outside of Alabama (Form OTH).
* A nonrefundable $30.00 application fee. The fee may be paid by cashier’s check or money order made payable to the Alabama Department of Education or through the Alabama Department of Education Teacher Certification Online Payment System, with a major credit card, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (a $4.00 transaction fee will be applied). No personal checks will be accepted. The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payments must accompany the application. Each additional certificate for which an applicant is determined to be eligible will require a $30.00 nonrefundable fee for issuance.
* Background clearance based on the fingerprint review process. An applicant must complete a criminal history background check as required by the Alabama Child Protection Act of 1999, and as amended in 2002. Fingerprinting is done through Cogent Systems, Inc. Additional background clearance information is provided on the summary entitled “General Information Regarding Alabama Teacher Certification.”
* Original valid professional certificate issued by another state, a U.S. Territory, the District of Columbia, or DoDEA OR a Supplement CER (verifying a valid professional certificate) completed by one of these issuing authorities.
* Official transcripts of all degrees and credits earned, in sealed envelopes from the institutions.
* Supplement EXP verifying appropriate educational experience is required for the issuance of an instructional support certificate. See II. D. and E. above.
* Successful completion of the basic skills assessments and the appropriate subject assessment of the Alabama Prospective Teacher Testing Program (APTTP). An applicant must meet the requirements of the APTTP prior to the issuance of an Alabama Professional Educator Certificate or Professional Leadership Certificate. ONLY ALABAMA-APPROVED TESTS WILL BE ACCEPTED. Tests will be prescribed upon review of the complete application packet. Additional testing information is provided on the summary entitled “General Information Regarding Alabama Teacher Certification.”

Additional documentation may be requested upon review of the file.

**Applicants must meet all Alabama certification regulations in effect on the date the application and fee are received in the Teacher Certification Office. Applications are not assigned for review until at least the Application for Alabama Certification Based on a Valid Professional Certificate Issued Outside of Alabama, an original professional certificate or a Supplement CER, a $30.00 nonrefundable application fee, and criminal history background clearance have been received.**

FORM OTH 09/2011

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**Application for Alabama Certification Based on a Valid Professional Certificate Issued Outside of Alabama**

The Teacher Certification Office is unable to determine eligibility for Alabama certification until ALL components of the application packet, as defined in Section I., have been received. **Applications will not be assigned to a certification specialist until at least this Form OTH, an original professional certificate *OR* a Supplement CER, the $30.00 application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., Supplement CER, transcripts) does not constitute making application for certification. General certification information may be found on the summary entitled “General Information Regarding Alabama Teacher Certification.” Information regarding this approach may be found on the summary entitled “Certification Based On Valid Professional Certificates Issued By Other States, U.S. Territories, the District of Columbia, or the Department of Defense Education Activity (DoDEA).”

**Incomplete forms will delay the review of the application packet. APPLICATION FORMS ARE NOT ACCEPTED BY FAX OR E-MAIL. Test(s) will be prescribed upon review of the complete application packet.**

**I. APPLICATION PACKET**

The following materials must be submitted to the Teacher Certification Office:

* Application for Alabama Certification Based on a Valid Professional Certificate Issued Outside of Alabama (Form OTH).
* A nonrefundable $30.00 application fee. The fee may be paid by cashier’s check or money order made payable to the Alabama Department of Education or through the Alabama Department of Education Teacher Certification Online Payment System, with a major credit card, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (a $4.00 transaction fee will be applied). No personal checks will be accepted. The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application. Each additional certificate for which an applicant is determined to be eligible will require a $30.00 nonrefundable fee for issuance.
* Background clearance based on the fingerprint review process completed by Cogent. Complete background clearance information may be found on the summary entitled “General Information Regarding Alabama Teacher Certification.”
* Original valid professional certificate issued by another state, a U.S. Territory, the District of Columbia, or DoDEA  ***OR*** a Supplement CER (verifying a valid professional certificate) completed by one of these issuing authorities.
* Official transcripts of all degrees and credits earned, in sealed envelopes from the institutions.
* Supplement EXP verifying appropriate educational experience. This experience is required for the issuance of an instructional support certificate (i.e., an area of educational administration, library media, school counseling, school psychometry, school psychology, or sport management).
* Successful completion of the basic skills assessments and the appropriate subject assessment of the Alabama Prospective Teacher Testing Program (APTTP). Information about the APTTP may be obtained from Web sites [www.alsde.edu](http://www.alsde.edu) or [www.act.org/alabamapttp](http://www.act.org/alabamapttp) (for the basic skills assessments), or [www.ets.org/praxis](http://www.ets.org/praxis) (for the subject assessments), or by contacting the teacher testing staff in the Teacher Education and Certification Office at (334) 242-9983 or apttp@alsde.edu. Complete test information may be found on the summary entitled “General Information Regarding Alabama Teacher Certification.”

**II. PERSONAL DATA (TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM):**

|  |  |
| --- | --- |
| **Applicant:** |  |
|  | Title (e.g., Mr., Mrs.) First Middle Maiden Last Name Suffix (e.g., Jr., Sr.) |
| **Mailing Address:** |  |
|  | Street/Apt./P.O. Box/Route and Box City State ZIP Code |
| **E-mail address:** |  |
|  - - |  |  |
|  **Social Security Number Date of Birth (month/day/year)** |
|  |
| ( ) |  | ( ) |
| **Home Telephone** |  | **Work Telephone** |
| ( ) |  |
| **Cell Telephone** |  |

|  |
| --- |
| **FOR STATISTICAL PURPOSES ONLY** |
| **Ethnic Origin**(Choose one) | \_\_\_\_\_ (01) Hispanic Latino \_\_\_\_\_ (02) Not Hispanic Latino  |
| **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  |
| **Gender**(Choose one) | \_\_\_\_\_ (F) Female \_\_\_\_\_ (M) Male |

**III. RECORD OF EDUCATION** (Attach an additional sheet if needed)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF COLLEGE OR UNIVERSITY** |  **LOCATION** |  **DATES ATTENDED** | **DEGREE AND MAJOR** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(*continued on page two*)

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**IV. EDUCATIONAL EXPERIENCE**

(Do not include student teaching, substitute, or teacher aide experience. If none, enter the word **“NONE”** below. List your most recent experience first; attach an additional sheet if needed.)

|  |  |  |
| --- | --- | --- |
| **DATES****BEGINNING ENDING** **MONTH/YEAR MONTH/YEAR** | **NAME & LOCATION OF SCHOOL/SCHOOL SYSTEM** | **GRADE(S) & SUBJECT(S) TAUGHT OR****INSTRUCTIONAL SUPPORT POSITION**(e.g., counselor, principal) **HELD** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**V. RECORD OF LAST ALABAMA TEACHER’S CERTIFICATE(S) ISSUED** (If none, enter the word **“NONE”** below.)

|  |  |  |
| --- | --- | --- |
| **NAME(S) OF CERTIFICATE(S)** | **VALID PERIOD** | **NAME IN WHICH CERTIFICATE WAS ISSUED** |
|  |  |  |

**VI. RECORD OF CERTIFICATE(S), INCLUDING ALTERNATIVE CERTIFICATES, ISSUED IN OTHER STATES**

 (List all certificates issued by each state. Attach an additional sheet if needed. If none, enter the word **“NONE”** below.)

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF STATE(S)** | **NAME(S) OF CERTIFICATE(S)**(e.g., Standard, Alternative, Provisional) | **AREA(S) OF CERTIFICATE(S)**(e.g., elementary education, counselor) | **VALID PERIOD** (m/d/yy – m/d/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**VII. 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 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 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 that I must meet all Alabama certification requirements in effect on the date the application and fee are received in the Teacher Certification Office and that it is my responsibility to keep all personal data on file in the Teacher Certification Office current. I certify that all information pertaining to this application is true and correct.**

**FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF YOUR CERTIFICATE.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Signature of Applicant**

**Send Certificate To:**

[ ]  Applicant **OR** [ ]  Current Alabama Employer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Employing Alabama School System/Non-public School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Employing Alabama School System/Non-public School

Street/P.O. Box/Route and Box

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State ZIP Code