

Alabama State Department of Education
Teacher Certification Section
Office of Teaching and Leading

5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101

Telephone: (334) 353-8567
www.alsde.edu



Application *Part 1 of 2*
and
Summary of Requirements

Certificate Renewal (Continuation**) of Professional Leadership Certificates
and/or Professional Educator Certificates in Areas of Administration
and/or Supervision**

To continue a certificate is to update it without allowing it to lapse.

Educational Administrator, Instructional Leader, Superintendent, Principal (any grade level), Superintendent-Principal, Supervisor (general or specific subject area and/or grade level), and Career and Technical Administrator

**The requirements contained herein are applicable for ALL holders of the certificates listed above,
regardless of position, title, or place of employment.**

Alabama State Department of Education, Thomas R. Bice, Ed.D., State Superintendent of Education

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, telephone (334) 242-8165.

GENERAL INFORMATION

As a professional educator certified by the Alabama State Department of Education, it is the educator's responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate.

Beginning January 2010 certificates in areas of administration and/or supervision are printed on the document entitled Professional Leadership Certificate.

Professional Leadership Certificates and/or Professional Educator Certificates in areas of administration and/or supervision may be **continued** with **5** Professional Learning Units (PLUs). There are two categories of approved PLUs: (1) ACLD-approved and (2) Locally-approved through either an Alabama city/county superintendent or an administrator of an Alabama nonpublic school. Of the required 5 PLUs, at least 2 PLUs **MUST** be earned through ACLD-approved Professional Studies.

Requirements to continue a certificate must be completed during the certificate's valid period and by the date of expiration reflected on the certificate. **Certificates are not continued prior to the calendar year of their expiration.**

The application and fee to continue a certificate must be received in the Teacher Certification Section of the Office of Teaching and Leading **between January 1 and June 30 of the calendar year of the certificate's expiration.**

For renewal requirements of Professional Educator Certificates in *Areas Other Than Administration and/or Supervision* or renewable *Career and Technical Type, Level, and Specialty Area Certificates*, see the appropriate application at www.alsde.edu/CertificationForms (click on the appropriate *Certificate Renewal* folder).

Individuals employed with an Alabama public school system or with an Alabama state-registered non-public school which reports to the Alabama State Department of Education through the Private School Annual Registration Report should contact the Human Resource Department of the public school system or non-public school for information about the Department's Online Renewal process.

Meeting the PLU requirement to continue a Professional Leadership Certificate and/or Professional Educator Certificate *in an area of administration and/or supervision* will **also** meet allowable credit/professional development requirements to continue a Professional Educator Certificate in an area *other than* administration and/or supervision or a renewable Career and Technical Certificate. Individuals continuing a renewable Career and Technical Certificate may also have a licensure requirement to meet.

Meeting the allowable credit/professional development requirements to continue a Professional Educator Certificate in an area *other than* administration and/or supervision or a renewable Career and Technical Certificate will **not** meet PLU requirements to continue a Professional Leadership Certificate and/or Professional Educator Certificate *in an area of administration and/or supervision*.

PROFESSIONAL LEARNING UNITS (PLUs)

A Professional Learning Unit (PLU) is a content driven, long-term unit of professional study for individuals who hold certification in areas of administration and/or supervision that fully addresses all knowledge and ability indicators under an Alabama Standard for Instructional Leaders (viewable at www.leadershipalsde.com). Professional study that constitutes a PLU must include comprehensive coverage and evaluation of effectiveness in the school setting and requires multiple professional development experiences over time that are aligned with the Alabama Standards for Professional Development (viewable at www.leadershipalsde.com). A PLU is earned at the completion of the professional study. The professional study must include comprehensive coverage and evaluation of effectiveness in the school setting. Professional study that constitutes a PLU must be approved either by the Alabama Council for Leadership Development (ACLD), the Alabama local superintendent, or the administrator of an Alabama non-public school. Information about earning PLUs may be obtained on the web site of the Leadership and Evaluation Section of this Department at www.leadershipalsde.com or by contacting personnel in that office at (334) 242-9962.

1. PLUs earned at the completion of professional studies and submitted for renewal must be:
 - a. **ACLD-approved** or **locally-approved** through either an Alabama city/county superintendent or an administrator of an Alabama non-public school; **AND**
 - b. Verified in Software Technology Incorporated Professional Development (STI PD) training history report and earned through the Alabama Council for Leadership Development (ACLD), an Alabama public school system, or an Alabama non-public school system. Individuals who do not have an STI PD account should contact the STI PD Specialist in the Technology Initiatives Section of this Department, at (334) 353-4285, for assistance with establishing an STI PD account.

2. Graduate credit substituted for a **locally-approved** PLU shall be:
 - a. Coursework that has been approved by the Alabama State Department of Education (ALSDE) as shown in the listing of courses found at www.leadershipalsde.com; **AND**
 - b. Limited to course credit in which a grade of B or above has been earned; **AND**
 - c. Verified on official transcript(s). The applicant's current full name and social security number must accompany the transcripts. Official transcripts must be in sealed envelopes from the institution and submitted to this office. Official transcripts may also be submitted securely through electronic transmission via eSCRIP-SAFE or via National Student Clearinghouse to this office. (*Note: There are two methods to have official transcripts submitted electronically through National Student Clearinghouse (1) Electronic Transcript Exchange and (2) Electronic PDF. This office will **not** accept the Electronic PDF transcripts.*) Official transcripts that were submitted for the previous issuance of an Alabama certificate remain on file and should not be resubmitted.

Note: Individuals employed with an Alabama public school system **or** with an Alabama non-public school **must receive approval** by the city/county superintendent or non-public school administrator to use graduate credit as a substitute for a locally-approved PLU.

Note: Individuals **not** employed with an Alabama public school system **or** with an Alabama non-public school will submit approved coursework found at www.leadershipalsde.com on official transcripts with their application packet.

3. Each 3 semester hour graduate credit course referenced in item 2. may be substituted for 1 **locally-approved** PLU.
4. Credit that was applied to the issuance of a certificate cannot be applied to its renewal.

APPLICATION Part 1 of 2

The Teacher Certification Section of the Office of Teaching and Leading is unable to determine eligibility for Alabama certification until **ALL** of the components required below have been received. **Applications will not be assigned to a certification specialist for review until at least a completed Form RLC, the personal data barcode page, this Supplement RL1, the \$30.00 non-refundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., STI PD training history report) does not constitute making application for certification. Applicants must meet all Alabama certification requirements in effect on the date that both the application and fee are received in the Teacher Certification Section of the Office of Teaching and Leading. Since certification requirements are subject to change, applicants may review current requirements at www.alsde.edu/CertificationForms (click *Certificate Renewal: Administrative*).

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file. An application packet for Alabama certification must include the items listed below (as applicable):

The application and fee to continue a certificate **must be received** in the Teacher Certification Section of the Office of Teaching and Leading **between January 1 and June 30 of the year of expiration.**

- Application Part 1 of 2 (Supplement RL1).
- Application Part 2 of 2 (Form RLC) **and** personal data barcode page.
- A \$30.00 **nonrefundable** application fee. The fee must be paid by cashier's check or money order made payable to the Alabama State Department of Education or through the Alabama State Department of Education Teacher Certification Online Payment System, with a major credit card, at www.alabamainteractive.org/education (a \$4.00 transaction fee will be applied). **Personal checks or cash will not 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 packet. 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 a fingerprint review. Applicants for initial certification, additional certification, upgrades, and certificate renewal **who have not been cleared** by both the Alabama Bureau of Investigation (ABI) and Federal Bureau of Investigation (FBI) through the Teacher Certification Section of the Office of Teaching and Leading are required to be fingerprinted for a criminal history background check through the ABI and FBI. Instructions regarding the fingerprinting process through Cogent Systems may be obtained at www.cogentid.com/AL or by calling (866) 989-9316 (toll free).

Applicants may verify whether their ABI and FBI criminal history background check has been completed and whether they are suitable and fit to teach under state law at <http://public.alsde.edu/office/otl/tc/default.aspx> (under Section Spotlight click *Certificate /License /Background Check Searches*).

Name: _____

SSN: _____ - _____ - _____

- STI PD training history report verifying 5 PLUs completed during the certificate's valid period and by the date of expiration reflected on the certificate. Of the required 5 PLUs, at least 2 PLUs MUST have been earned through ACLD-approved Professional Studies.
- If applicable, official transcript(s) verifying earned graduate credit to be substituted for locally-approved PLUs.

Applicants must meet all Alabama certification requirements in effect on the date that both the application and fee are received in the Teacher Certification Section of the Office of Teaching and Leading. **Certification requirements contained in this document are subject to change.**

Date

Signature of Applicant

Mail Application Part 1 of 2 (Supplement RL1), Application Part 2 of 2 (Form RLC), personal data barcode page, and all supporting documents to:
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Teacher Certification Section
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