

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 Educator Certificates**

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

*These requirements are **not** applicable to continue certificates in the areas of:
Educational Administrator, Superintendent, Principal (any grade level), Supervisor (general or specific subject area and/or
grade level), Superintendent-Principal, Career and Technical Administrator, or Instructional Leader*

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.

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 Leadership Certificates and/or Professional Educator Certificates in *Areas of 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.

CERTIFICATE RENEWAL COMPONENTS (CONTINUATION)**Allowable Credit (coursework)**

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution.
2. Allowable credit must be earned in one of the following:
 - a. A State/state-approved P-12 educator preparation program in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - b. A State/state-approved P-12 educator preparation program in a different teaching field or area of instructional support of the certificate(s) held; **OR**
 - c. An academic content course in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

Note: For options 2.a. or 2.b., if credit is earned at a regionally accredited senior institution outside Alabama, Supplement RCR **must be submitted** to verify that the coursework is part of a state-approved P-12 educator preparation program.

Note: For options 2.a. or 2.b., if credit is earned at a regionally accredited senior institution within Alabama, Supplement RCR **may be requested** if the Teacher Certification Section of the Office of Teaching and Leading is unable to verify that the coursework is part of a State-approved P-12 educator preparation program.

Supplement RCR may be found at www.alsde.edu/CertificationForms (click *Certificate Renewal: Non-Administrative*).

3. Allowable credit must meet one of the following criteria:
 - a. For the renewal of a Class B Professional Educator Certificate the courses must be junior, senior, or graduate level and a grade of "C" or above must be earned in each course.
 - b. For the renewal of a Class A or Class AA Professional Educator Certificate the courses must be graduate level courses (for which graduate credit must be earned) and a grade of "B" or above must be earned in each course.
4. Allowable credit must be 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.
5. Credit that was applied toward the issuance of a certificate cannot be applied toward its renewal.
6. Clock hours of allowable professional development are not equivalent to college course credit.

Allowable Clock Hours of Professional Development

The Teacher Certification Section reserves the right to request additional information regarding the professional development submitted. In addition, the Teacher Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom or area of instructional support.

1. Clock hours of allowable professional development submitted for renewal shall be:
 - a. Consistent with the Alabama Standards for Professional Development found at www.alsde.edu/CertificationForms (click *Certificate Renewal: Non-Administrative*) and based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals and evaluation of the activity;
 - b. Verified on Supplement EXP, OR in Software Technology Incorporated Professional Development (STI PD) training history report for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion OR on official transcripts or certificates of completion for any clock hours of allowable professional development earned through a college or university.
 - c. Professional development activities should include the specific name, date, and number of clock hours. *Example: Communicating with Parents; January 12, 2014; 1.5 clock hours.* Activities such as "faculty meetings," "grade-level meetings," "teacher in-service," "institute," "clinic," "data meetings," "professional development," etc. are **not** specific names of professional development activities. Activities with names of this sort will not be accepted.
2. The following activities are only accepted if verified by the employer (see **Educational Experience** below) as allowable professional development. In a continuation cycle, no more than 10 clock hours of each of the following activities may be counted as allowable professional development:
 - a. Travel
 - b. Journals/publications
 - c. Auditing of courses
 - d. Presentations
 - e. Supervising of student interns
3. College course credit is not equivalent to clock hours of professional development.

Educational Experience

1. Educational experience is full-time educational employment in:
 - a. A state or local public school;
 - b. A nonpublic school (grades P-12) that was accredited, state certified, state registered, and/or state supported when the experience was earned*;
 - c. A church-related/parochial school (grades P-12);
 - d. A charter school (grades P-12) that was accredited by a regional accrediting agency or approved by the State Department of Education where the school was geographically located when the experience was earned*;
 - e. Alabama State Department of Education sponsored initiatives (e.g., Alabama Math, Science, and Technology Initiative-AMSTI);
 - f. State Departments of Education;
 - g. An educational association; **OR**
 - h. A college or university that was regionally accredited when the experience was earned.

*Nonpublic schools which are not church-related and charter schools **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the experience was earned, with Supplement EXP.

2. Educational experience must be verified on Supplement EXP.
3. Educational experience as a graduate assistant, intern, student teacher, or in positions such as aide, clerical worker, or substitute teacher will **not** be considered. Educational experience while employed in increments of less than one semester (4.5 months) or less than 20 hours per week will **not** be calculated toward full-time experience.

National Board for Professional Teaching Standards (NBPTS) Certification

The NBPTS certificate must have been **initially** issued during the valid period of the certificate(s). A renewed NBPTS certificate will not meet the requirement. The NBPTS certificate must be verified by submission of a screenshot from the NBPTS Web site www.nbpts.org verifying the valid certificate.

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 RPC, the personal data barcode page, this Supplement RP1, the \$30.00 non-refundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., Supplement EXP) 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: Non-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 RP1).
- Application Part 2 of 2 (Form RPC) **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*).

In addition to the items above, verification that option 1., 2., 3., 4., 5., or 6. was completed during the certificate's valid period, and by the date of expiration reflected on the certificate, is required.

1. 3 full years of full-time educational experience **and** 50 clock hours of allowable professional development.
 - Submission of Supplement EXP verifying **three full years** of full-time educational experience.
 - Submission of Supplement EXP, STI PD training history report, certificates of completion, and/or official transcripts verifying **50 clock hours** of allowable professional development.
2. 3 full years of full-time educational experience **and** 3 semester hours of allowable credit.
 - Submission of Supplement EXP verifying **3 full years** of full-time educational experience.
 - Submission of an official transcript verifying **3 semester hours** of allowable credit.
 - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.

3. 3 semester hours of allowable credit **and** 50 clock hours of allowable professional development.
- Submission of an official transcript verifying **3 semester hours** of allowable credit.
 - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.
 - Submission of Supplement EXP, STI PD training history report, certificates of completion, and/or official transcripts verifying **50 clock hours** of allowable professional development.
4. 6 semester hours of allowable credit.
- Submission of an official transcript verifying **6 semester hours** of allowable credit.
 - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.
5. **Initial issuance** of National Board for Professional Teaching Standards (NBPTS) certification.
- Submission of a screenshot from the NBPTS Web site www.nbpts.org verifying the valid certificate. The NBPTS certificate must have been **initially** issued during the valid period of the certificate(s). A renewed NBPTS certificate will not meet the requirement.
6. 100 clock hours of allowable professional development.

This option must be met using allowable clock hours of professional development and verified as listed below. A combination of the two submission methods below may be used.

- Submission of STI PD training history report and/or Supplement EXP verifying **clock hours** of allowable professional development. This professional development **MUST** be verified by one of the following entities:
 - A state or local public school;
 - A nonpublic school (grades P-12) that was accredited, state-certified, state-registered, and/or state-supported when the professional development was earned*;
 - A church related/parochial school (grades P-12);
 - A charter school (grades P-12) that was accredited by a regional accrediting agency or approved by the State Department of Education where the school was geographically located when the professional development was earned*;
 - State Departments of Education;
 - An education association; **OR**
 - A college or university that was regionally accredited when the professional development was earned.

*Nonpublic schools which are not church-related and charter schools **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the professional development was earned, with Supplement EXP or the STI PD training history report.

AND/OR

- Submission of STI PD training history report, certificates of completion, and/or official transcripts verifying **clock hours** of allowable professional development completed through the following providers **ONLY**. **NO exceptions will be made to the providers.**
 - eLearning for Educators-Alabama
 - Alabama Regional In-service Centers
 - Alabama State Department of Education sponsored initiatives (e.g., AMSTI)
 - State Departments of Education
 - Professional Education Associations (e.g., Council for Leaders in Alabama Schools / State Affiliates of the National Education Association / American Federation of Teachers)
 - Professional Education Content Area Associations (e.g., National Council of Teachers of Mathematics)
 - Regionally Accredited College or University
 - Continuing Education Courses completed at a regionally accredited college or university

Name: _____

SSN: _____ - _____ - _____

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.**

- Please check this box if you retired from a public school system, had at least 25 full years of full-time educational experience at the time of retirement, **and** held a valid Alabama Professional Educator Certificate at the time of retirement.

Date

Signature of Applicant

Mail Application Part 1 of 2 (Supplement RP1), Application Part 2 of 2 (Form RPC), personal data barcode page, and all supporting documents to:

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