

Alabama State Department of Education
Educator Certification Section

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

Telephone: (334) 694-4557
www.alsde.edu/EdCert



Application *Part 1 of 2*
and
Summary of Requirements

The Additional Teaching Field Approach
Additional Alabama Certification Based on a Valid Alabama Professional Educator Certificate
in a Teaching Field, a Passing Score on a Praxis Subject Area Test(s), and
P-12 Classroom Teaching Experience

This form must be printed and submitted along with Form CBT.

Changes in testing requirements were effective September 1, 2018.
See the TEST INFORMATION section of this form.

Alabama State Department 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, email: pss@alsde.edu.

GENERAL INFORMATION

1. Individuals who hold a **valid** Alabama Professional Educator Certificate in a teaching field, obtain a passing score on the appropriate Praxis subject area test(s) of the Alabama Educator Certification Assessment Program (AECAP) that is in effect on the date the application is received in the Educator Certification Section of the Alabama State Department of Education (ALSDE), and verify the required classroom teaching experience in grades P-12 may add selected teaching fields to their existing certificate through the Additional Teaching Field Approach.
 - a. This approach is not available to an individual who holds only a Provisional Certificate, Interim Employment Certificate, Business and Industry to Educational Administrator Certificate, Career and Technical (Level, Type, Specialty Area, Degree Equivalent, and/or Temporary) Certificate, Speech-Language Pathology Assistant Certificate, Speech-Language Pathology Temporary Certificate, Speech-Language Pathology Professional Educator Certificate, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Emergency Certificate, or Substitute License.
 - b. The following are not teaching fields: instructional leadership, areas of educational administration and supervision, school counseling, school library-media specialist, school psychometry, school psychology, and sport management. **Note:** The Speech-Language Pathology Assistant, Temporary, and Professional Educator Certificates are not teaching field certificates and cannot be considered. **If the individual's only certificate is in one of these instructional support areas, this approach is not an option.**
 - c. *The teaching fields of **early childhood education P-3** and **elementary education K-6** are **only** available to individuals who hold a valid Alabama Professional Educator Certificate in **one** of the following teaching fields: early childhood education P-3, elementary education K-6 or K-9, early childhood special education P-3, collaborative special education teacher K-6, elementary multiple abilities K-6, or any area of special education P-12 (excluding gifted). **Note:** The Speech-Language Pathology Assistant, Temporary, and Professional Educator Certificates are not teaching field certificates and cannot be considered.
 - d. **The teaching fields of **collaborative special education teacher K-6** and **collaborative special education teacher 6-12** are **only** available to individuals who hold a valid Alabama Professional Educator Certificate in **one** of the following teaching fields: early childhood special education P-3, collaborative special education teacher K-6, collaborative special education teacher 6-12, or any area of special education P-12 (excluding gifted). **Note:** The Speech-Language Pathology Assistant, Temporary, and Professional Educator Certificates are not teaching field certificates and cannot be considered.
2. Two full scholastic years of full-time, classroom teaching experience, which must have been in a P-12 setting, are required. **Partial years cannot be combined to meet this requirement.**
 - a. For certification in **early childhood education P-3** or **elementary education K-6** two full scholastic years of full-time classroom teaching experience **at the grade level for which certification is sought (P-3 or K-6) is required.**
3. Alabama's passing score on the Alabama-prescribed Praxis subject area test(s) of the AECAP for the teaching field(s) sought in effect on the date the application is received in the Educator Certification Section of the ALSDE is required. See **TEST INFORMATION** below to ensure the correct test(s) have been taken and the minimum required passing score(s) have been achieved.
4. The certificate issued through this approach will be a Class B (bachelor's degree level) certificate.
5. **The teaching experience and testing requirements must be met prior to application submission.** If these requirements are not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet the experience and testing requirements in effect on the date the application is received in the Educator Certification Section.

TEST INFORMATION

NOTE: Praxis subject area test requirements (tests and/or scores) changed September 1, 2018.

- Individuals whose applications are received in the Educator Certification Section on or after September 1, 2018, must meet the new testing requirements.
- Individuals who attempt tests on or after September 1, 2018, must meet the new testing requirements.

Information pertaining to these testing changes may be found at www.alsde.edu/EdCert (click on *NEW Testing Policies*).

1. Information about the Alabama-prescribed Praxis subject area test(s) of the AECAP for each teaching field may be obtained at www.ets.org/praxis/al (click *Other Certification Approaches* ☞ *Additional Teaching Field (CBT)*) or by reviewing the document entitled *Educator Assessment Policies* at www.alsde.edu/EdCert (click on *NEW Testing Policies*).
2. **ONLY Alabama-prescribed Praxis subject area tests and their minimum required scores that are in effect on the date the application is received in the Educator Certification Section of the ALSDE are accepted.**
3. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant's complete social security number directly from Educational Testing Service (ETS) to this Department, will be accepted.
4. ETS automatically forwards official Praxis score reports to this Department if the Alabama-prescribed test is taken in Alabama and the applicant's complete social security number is included. **For Alabama-prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.**
5. Praxis subject area test(s) that are not prescribed for use in Alabama will not be reported to this Department by ETS.
6. The applicant's failure to provide his/her complete and correct social security number to ETS will delay the certification process.

APPLICATION Part 1 of 2

The Educator Certification Section 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 CBT including the personal data barcode page, this Supplement TBC, the \$30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., scores on Praxis subject areas tests) does not constitute making application for certification in an additional teaching field. Applicants must meet all Alabama certification requirements in effect on the date that the application is received in the Educator Certification Section. Since certification requirements are subject to change, applicants should review current requirements at www.alsde.edu/EdCert (click *Other Approaches* ☞ *Certification Based on Test*).

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 certification in an additional teaching field must include the items listed below (*as applicable*):

A valid Alabama Professional Educator Certificate in a teaching field must be held in order to apply through this approach. See the GENERAL INFORMATION section of this form.

- Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Application Part 1 of 2 (Supplement TBC).
- Application Part 2 of 2 (Form CBT) **including** the personal data barcode page.
- A \$30.00 **nonrefundable** application fee for each certificate requested. 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 Educator Certification Online Payment System, with a major credit card, at www.alabamainteractive.org/education (a \$4.00 transaction fee will be applied). **Neither personal checks nor cash 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 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, and certificate renewal **who have not been cleared** by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI. Instructions regarding the fingerprinting process through Gemalto Cogent Systems may be obtained at https://www.aps.gemalto.com/al/index_adeNew.htm or by calling (866) 989-9316 (toll free).

Applicants may verify whether their ASBI and FBI criminal history background checks have been completed and whether they are suitable and fit to teach under state law at <https://tcert.alsde.edu/Portal>.

- Supplement(s) EXP, submitted by the school system(s)/nonpublic/private school(s), where the applicant was employed, verifying two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience within a P-12 setting.
 - For certification in **early childhood education P-3** or **elementary education, K-6** two full scholastic years of full-time classroom teaching experience at the grade level for which certification is sought (P-3 or K-6) is required.
 - The experience requirement must be met **prior to application submission**.
 - The applicant must request the school system(s)/nonpublic/private school(s) where he/she was employed to complete and submit to the Educator Certification Section a Supplement(s) EXP verifying appropriate experience.

I have forwarded Supplement EXP to _____ for completion.
 (Name(s) of Employing School System(s)/Nonpublic/Private School(s))

- For each teaching field** sought, a passing score(s) on the Alabama-prescribed Praxis subject area test(s) that is in effect on the date the application is received in the Educator Certification Section. Alabama-prescribed Praxis subject area test(s) scores must be electronically submitted to the Department. **The testing requirement must be met prior to application submission.** See **TEST INFORMATION** on pages 2-3.

<i>Teaching Field (e.g., elementary education, mathematics)</i>	<i>Grade Level (e.g., P-12, 6-12)</i>	<i>Test Number and Name of Alabama-prescribed Praxis subject area test(s)</i>	<i>Date Test(s) Taken and Passed</i>

I request certification in the following teaching field(s) (*check all that apply*):

Available Teaching Fields

ONLY the teaching fields listed below are available through this approach.

Do NOT check teaching fields in which you currently hold certification.

<input type="checkbox"/> Agriscience Education 6-12	<input type="checkbox"/> French 6-12	<input type="checkbox"/> Mathematics 4-8
<input type="checkbox"/> Biology 6-12	<input type="checkbox"/> French P-12	<input type="checkbox"/> Mathematics 6-12
<input type="checkbox"/> Business/Marketing Education 6-12	<input type="checkbox"/> General Science 4-8	<input type="checkbox"/> Music, Choral P-12
<input type="checkbox"/> Career Technologies 6-12	<input type="checkbox"/> General Science 6-12	<input type="checkbox"/> Music, Instrumental P-12
<input type="checkbox"/> Chemistry 6-12	<input type="checkbox"/> General Social Science 4-8	<input type="checkbox"/> Physical Education P-12
<input type="checkbox"/> Collaborative Special Education Teacher K-6**	<input type="checkbox"/> General Social Science 6-12	<input type="checkbox"/> Physics 6-12
<input type="checkbox"/> Collaborative Special Education Teacher 6-12**	<input type="checkbox"/> Geography 6-12	<input type="checkbox"/> Spanish 6-12
<input type="checkbox"/> Early Childhood Education P-3*	<input type="checkbox"/> German 6-12	<input type="checkbox"/> Spanish P-12
<input type="checkbox"/> Elementary Education K-6*	<input type="checkbox"/> German P-12	<input type="checkbox"/> Theatre P-12
<input type="checkbox"/> English as a Second Language P-12	<input type="checkbox"/> Health Education 6-12	<input type="checkbox"/> Visual Arts P-12
<input type="checkbox"/> English Language Arts 4-8	<input type="checkbox"/> History 6-12	
<input type="checkbox"/> English Language Arts 6-12	<input type="checkbox"/> Latin 6-12	
<input type="checkbox"/> Family and Consumer Sciences Education 6-12	<input type="checkbox"/> Latin P-12	

Name: _____

SSN: _____ - _____ - _____

Applicants must meet all Alabama certification requirements in effect on the date that the application is received in the Educator Certification Section. **Certification requirements contained in this document are subject to change.**

I have completed the following documents, and I am mailing them to the address below:

- Supplement CIT, including supporting documentation
- Application Part 1 of 2 (Supplement TBC)
- Application Part 2 of 2 (Form CBT), including the personal data barcode page
- Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee
- Required Supporting Documentation

Date

Signature of Applicant

All documentation must be mailed to the following address:

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