

Alabama State Department of Education
Educator Certification Section

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Post Office Box 302101
Montgomery, AL 36130-2101

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

Name _____

SSN _____ - _____ - _____

E-mail _____

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Application *Part 1 of 2*
and
Summary of Requirements

Alabama Certification Based on a Valid Professional Educator Certificate
Issued by Another State, The District of Columbia, a U.S. Territory, or
The Department of Defense Education Activity (DoDEA)
Certificate Reciprocity

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

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

For purposes of this application, *state* also includes the District of Columbia, U.S. Territories, and the Department of Defense Education Activity (DoDEA). The phrase “issued by *other states*” or “issued by *another state*” refers to certificates issued by another state’s authorized Department of Education, Education Agency, Board, Commission, etc., that issues certificates to teach or serve in an instructional support capacity in the public schools of that state.

1. Alabama professional educator certification is offered on the basis of valid professional educator certificates issued by other *states*, and only if the professional educator certificate issued by another state is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional certification. **Alabama certification is not offered on the basis of educator preparation programs completed, online or in-residence, at non-Alabama institutions. No exceptions will be made to allow the recognition of program completion outside of Alabama.**
2. [This approach cannot be used to reinstate an expired Alabama professional educator or professional leadership certificate that was previously issued through this same approach. An individual may reinstate an Alabama certificate.](#)
3. **Speech-Language Pathology certification is not available through this approach.** Please see the Speech-Language Pathology Professional Educator Certificate, Speech-Language Pathology Temporary Certificate, and Speech-Language Pathology Assistant Certificate approaches for certification options.
4. 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).
5. Alabama does not offer certification at the doctoral degree level. However, sixth-year/education specialist level (Class AA) certification may be considered if the valid doctoral degree level professional educator certificate issued by another state is in an area and at a grade level in which Alabama offers comparable professional certification at the sixth-year/education specialist degree level.
6. If a valid professional educator certificate issued by another state does not reflect a degree level, a Supplement VER may be requested by the Educator Certification Section. The purpose of the Supplement VER is to determine whether an applicant who is eligible for Alabama certification in an area may be offered an advanced degree level of Alabama certification in that area. Advanced degree level certification may be considered if a state (or the District of Columbia or U.S. Territory) approved P-12 educator preparation program leading to certification or licensure has been completed at an advanced degree level in the area of Alabama certification being offered. The Supplement VER must be completed by the dean or the authorized certification official of the college of education at the non-Alabama institution where an advanced degree level state-approved P-12 educator preparation program was completed in the area of Alabama certification being offered. Not all states have advanced degree level state-approved P-12 educator preparation programs leading to certification or licensure.

A master’s degree level state-approved P-12 educator preparation program or a sixth-year/education specialist level state-approved P-12 educator preparation program in the area of Alabama certification being offered must be verified on Supplement VER and must have contained at least 30 semester hours of graduate credit. 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 discipline specific graduate credit in the teaching field or instructional support area is required. Additionally, 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.
7. 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 except as indicated in items 7.a. or 7.b.

Regional Accrediting Agencies

Middle States Commission on Higher Education
New England Association of Schools and Colleges
Western Association of Schools and Colleges

Northwest Commission on Colleges and Universities
Southern Association of Colleges and Schools
Higher Learning Commission (previously the North Central Association of Colleges and Schools)

- a. 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.
- b. An applicant whose only degree is from a senior institution that was not regionally accredited at the time the degree was earned may apply for a Class B (bachelor’s degree level) Professional Educator Certificate only if the applicant submits, at the time of application, **all** the following:

- i. Verification of completion of a state-approved P-12 educator preparation program at a non-Alabama senior institution in a teaching field in which Alabama offers comparable certification at the Class B level; **and**
 - ii. Verification of a valid professional educator certificate issued by another *state* in a teaching field and at a grade level in which Alabama offers comparable certification at the Class B level; **and**
 - iii. Verification of having earned nine semester hours of graduate credit with grades of “B” or above from an Alabama institution with State-approved P-12 educator preparation programs. The credit must be posted on the official transcript of that Alabama institution.
8. An applicant who does not meet all of the conditions outlined in item 7.b. (on page 2 and above), but who has earned a valid professional educator certificate from the state where the non-regionally accredited senior institution is geographically located, may be admitted to an Alternative Class A (master’s degree level) teaching field program at an Alabama college or university at the discretion of the head of the educator preparation unit.
9. 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.
10. **Background clearance and testing are ancillary requirements which MUST BE MET BY ALL APPLICANTS for Alabama certification. Professional educational work experience is an ancillary requirement which must be met by applicants for certification in instructional support areas** (*educational administration, library media, school counseling, school psychometry, school psychology, sport management, or supervision*).

CERTIFICATE RECIPROCITY FOR TEACHING FIELDS

1. Certificate reciprocity provides recognition of a valid professional educator certificate in a teaching field issued by another *state* if that certificate is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification.
2. An applicant who holds at least a **bachelor’s degree** from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate in a teaching field issued by another *state* that is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification may apply for a Professional Educator Certificate in that teaching field on the basis of certificate reciprocity. **In Alabama, certification in reading is initially offered at the master’s degree level.**
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 educator certificate in the teaching field of reading for grades P-12 issued by another *state*, may apply for a Professional Educator Certificate in reading which is initially offered at the master’s degree level in Alabama, on the basis of certificate reciprocity.

CERTIFICATE RECIPROCITY FOR “IN-FIELD,” “SUPPLEMENTAL,” “ENDORSEMENT,” OR “ADD-ON” AREAS

1. Some *states* issue professional educator certificates in areas of certification designated as “In-Field,” “Supplemental,” “Endorsement,” or “Add-On,” which are contingent upon the individual holding a valid base professional educator certificate in that state. Certificate reciprocity for In-Field, Supplemental, Endorsement, or Add-On areas provides recognition for those areas if Alabama offers an area of comparable professional educator certification.
2. An applicant who holds at least a bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned and a valid professional educator certificate with an In-Field, Supplemental, Endorsement, or Add-On area issued by another *state* that is in an area and at a degree level in which Alabama offers comparable professional educator certification may apply for a Professional Educator Certificate in that area on the basis of certificate reciprocity. **In Alabama, certification in reading is initially offered at the master’s degree level.**
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’s level professional educator certificate with an In-Field, Supplemental, Endorsement, or Add-On area issued by another *state* may apply for a Professional Educator Certificate in that area on the basis of certificate reciprocity.

*** If the Educator Certification Section determines an applicant is eligible for an area of Alabama certification based on an In-Field, Supplemental, Endorsement, or Add-On area held in another *state*, to have that area of certification issued in Alabama, the applicant must meet Alabama’s current Praxis Subject Assessment (content knowledge) for the area (that is, Option 3 in the TEST REQUIREMENTS section). Testing Options 1 and 2 in the TEST REQUIREMENTS section of this form will not be acceptable. If determined eligible for an area of instructional support, the applicant must also verify the years of full-time professional educational work experience in a P-12 school system(s) required for issuance of the area (see next section of this document).**

CERTIFICATE AND EXPERIENCE RECIPROCITY FOR INSTRUCTIONAL SUPPORT AREAS

1. Certificate and experience reciprocity provides recognition of a valid professional educator certificate in an instructional support area issued by another *state* if that certificate is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification, and if experience requirements have been met. **In Alabama, certification in all instructional support areas is initially offered at the master's degree level.**
2. 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 educator certificate **in an instructional support area other than educational administration or supervision** (i.e., library media, school counseling, school psychometry, school psychology, or sport management) issued by another *state* that is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional educator certification may apply for a Professional Educator Certificate in that same instructional support area on the basis of certificate and experience reciprocity. The applicant must verify, at the time of application for Alabama certification, two full years of full-time professional educational work experience in a P-12 school system(s). Professional educational work experience in increments of less than one semester will not apply toward the calculation of two full years of full-time professional educational work experience.
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 educator certificate **in educational administration and/or supervision** issued by another *state* that is in an area, at a grade level, and at a degree level in which Alabama offers comparable professional leadership certification may apply for a Professional Leadership Certificate in an area of educational administration and/or supervision on the basis of certificate and experience reciprocity. The applicant for educational administration and/or supervision certification must verify, at the time of application for Alabama certification, three full years of full-time professional educational work experience in a P-12 school system(s) which must include at least one full year of P-12 full-time classroom teaching experience. In Alabama, teaching experience while the applicant was serving in an instructional support role (to include, but not limited to, behavior interventionist, instructional leader/administrator, media specialist, reading coach, school counselor, etc.) is not acceptable to meet the classroom teaching experience requirement. Professional educational work experience in increments of less than one semester will not apply toward the calculation of three full years of full-time professional educational work experience.

APPLICATION REQUIREMENTS

The Educator Certification Section of the Alabama State Department of Education (ALSDE) 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 OTH including the personal data barcode page, this Supplement HTO, an original valid professional educator certificate (or a completed Supplement CER or a screenshot of the certificate which can be verified through the state's public online certificate look-up), the \$30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making application for certification. 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 *Out of State Certificates* ⇌ *Forms*).

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

- Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Application Part 1 of 2 (Supplement HTO).
- Application Part 2 of 2 (Form OTH) **including** the 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 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 are available through Gemalto Cogent 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>.
 - Applicants **living in** Alabama are to complete the background clearance process at a designated fingerprint site. Instructions regarding the fingerprinting process are available through Gemalto Cogent at https://www.aps.gemalto.com/al/index_adeNew.htm or by calling (866) 989-9316 (toll free).

- Applicants **living outside** of Alabama who are not able to report to a designated fingerprint site in Alabama are to:
 - Visit the Gemalto Cogent Web site at https://www.aps.gemalto.com/al/index_adeNew.htm to register online **AND**
 - Send an email to tcertforms@alsde.edu to request two fingerprint cards (you must include full name and mailing address).
 - Once the fingerprint cards are received, the applicant must contact a local law enforcement agency outside of Alabama to be fingerprinted on the cards received from the Educator Certification Section. After being fingerprinted, the applicant must send one completed fingerprint card and applicable fee made payable to Gemalto Cogent to the following address: Gemalto Cogent / ALSDE Cards Scan / 639 North Rosemead Boulevard / Pasadena, CA 91107.
 - The applicant should keep the second completed fingerprint card in case a reprint notice is received from Gemalto Cogent
- Original valid professional educator certificate issued by another *state*. One of the following will be required for your application to assign for review:
 - A screenshot verifying your valid professional educator certificate issued by another state. The other state's public certificate look-up site must include the name, type of certificate, subject/endorsement area, grade level, degree level (if applicable), valid period, and legend for any codes used; OR
 - Supplement CER completed by the certificate issuing authority verifying your valid professional educator certificate issued by that state. Applicants should check with the issuing authority of their certificate(s) before forwarding the Supplement CER to them to ensure that the authority will complete the form. I have forwarded Supplement CER to: _____ (name of the certificate issuing authority); OR
 - Your original valid professional educator certificate. (If the original certificate is submitted it will be returned to you after it has been processed for the file)
- Official transcripts of all degrees and credits earned must be submitted to the Educator Certification Section in a sealed envelope from the institution(s). The applicant's current full name and Social Security number must accompany the transcript(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the following transcript services:
 - Credentials Solutions' TranscriptNetwork™, OR
 - eSCRIP-SAFE, OR
 - National Student Clearinghouse. (*Note: There are two methods that National Student Clearinghouse uses to submit transcripts electronically (1) Electronic Transcript Exchange and (2) Electronic PDF. Electronic PDF transcripts will **not** be accepted by this Section.*)
- Supplement EXP verifying appropriate professional educational work experience. The Supplement EXP is required for the issuance of an **instructional support area certificate** (i.e., an area of educational administration, library media, school counseling, school psychometry, school psychology, sport management, or supervision). Supplement EXP must be used to verify professional educational work experience.
- Successful completion of the content knowledge assessment requirements of the Alabama Educator Certification Assessment Program (AECAP). Additional information is provided under the **TEST REQUIREMENTS** section below.

TEST REQUIREMENTS

Successful completion of the content knowledge assessment requirements of the Alabama Educator Certification Assessment Program (AECAP) is required. There are three options to meet this requirement.

Option 1: Verify a content knowledge test was passed for issuance of a valid professional educator certificate in another state.

This option is available for the areas of certification in which an individual has been determined eligible for Alabama certification.

Note: This testing option is not allowed for area(s) of Alabama certification offered through completion of requirements of the Certificate Reciprocity for In-Field, Supplemental, Endorsement, or Add-On Areas Approach.

- An Alabama certification applicant may request a review of testing information if:
 - A valid professional educator certificate from another state (**with no deficiencies**, other than experience or state-specific coursework) is held **AND**
 - For that **same state**, he/she was required to pass **that state's content knowledge test** prior to issuance of the area(s) of certification on the certificate.

Supplement TST must be completed by the *certificate issuing authority* to verify this option. Supplement TST can be found at www.alsde.edu/EdCert (click *Out of State Certificates* ⇨ *Forms*).

Example: An Alabama certification applicant has been determined eligible for Alabama professional educator certification in biology for grades 6-12. The applicant holds a valid Georgia professional educator certificate in biology for grades 6-12 and prior to issuance of that area of certification, was required to pass the Georgia Assessments for the Certification of Educators (GACE)-prescribed content knowledge test for issuance of Georgia certification in biology for grades 6-12. The applicant may forward Supplement TST to the Georgia Professional Standards Commission for completion.

- I have forwarded Supplement TST to _____ for completion.
(Name(s) of State(s) or Certificate Issuing Authority/ies)

Option 2: Verify a professional educator certificate in another state and professional educational work experience.

This option is available for the areas of certification in which an individual has been determined eligible for Alabama certification.

Note: This testing option is not allowed for area(s) of Alabama certification offered through completion of requirements of the Certificate Reciprocity for In-Field, Supplemental, Endorsement, or Add-On Areas Approach.

- An Alabama certification applicant may request a review of professional educational work experience if:
 - A valid professional educator certificate from another state (**with no deficiencies**, other than experience or state-specific coursework) is held **AND**
 - For that **same state**, he/she verifies three full years of full-time professional educational work experience within ten years prior to applying for Alabama certification. The full-time professional educational work experience must also have been full-time in the same area of certification on the certificate and in the area for which Alabama certification is being sought.

Supplement EXP must be completed by the employer to verify this option. Supplement EXP can be found at www.alsde.edu/EdCert (click *Out of State Certificates* ⇨ *Forms*).

Example: An Alabama certification applicant has been determined eligible for Alabama professional educator certification in mathematics for grades 6-12. The applicant holds a valid Florida professional educator certificate in mathematics for grades 6-12 and taught mathematics full-time in grades 6-12 in Florida for three full years within the ten years prior to applying to Alabama. The applicant may forward Supplement EXP to the Florida employer for completion.

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

Option 3: Meet current requirements of the Alabama-prescribed Praxis Subject Assessments (content knowledge).

Test requirements will be individually prescribed by the Educator Certification Section when eligibility for certification has been determined. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section do so at their own risk.**

1. Information about the current Alabama-prescribed Praxis Subject Assessments (content knowledge) of the AECAP may be obtained at www.ets.org/praxis/al (click *Reciprocity*) or by contacting the staff in the Educator Assessment Section at (334) 694-4594 or edassessment2@alsde.edu.
2. **ONLY Alabama-prescribed Praxis Subject Assessments (content knowledge) 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 the Educational Testing Service (ETS) to the ALSDE, will be accepted.
4. ETS automatically forwards official Praxis score reports to the ALSDE 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 Assessments (content knowledge) that are not prescribed for use in Alabama will not be reported to the ALSDE by ETS.
6. The applicant's failure to provide his/her complete and correct Social Security number to ETS will delay the certification process.

Applicants must meet all Alabama certification requirements in effect on the date 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 HTO)
- Application Part 2 of 2 (Form OTH), 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:

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