

Alabama State Department of Education
Educator Certification Section

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

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

Name _____

SSN _____ - _____ - _____

E-mail _____

Phone _____



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.

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

These requirements are applicable to continue certificates in the areas of:

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

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 (ALSDE), 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 will not be continued prior to the calendar year of their expiration.**

The application to continue a certificate must be received in the Educator Certification Section of the ALSDE **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, Specialty Area and Degree Equivalent Certificates*, see the appropriate application at www.alsde.edu/EdCert (click *Certificate Renewal*).

Individuals employed with an Alabama public school system should contact their Human Resource Office to determine eligibility for the ALSDE's Online Renewal process.

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/private school. Of the required 5 PLUs, at least 2 PLUs **MUST** be ACLD-approved.

Meeting the PLU requirement to continue a Professional Leadership Certificate and/or Professional Educator Certificate *in an area of administration and/or supervision* **will** meet 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 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 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 nonpublic/private school. Information about earning PLUs may be obtained on the web site of the Educator Effectiveness 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 nonpublic/private school; **AND**
 - b. Verified on a Chalkable Professional Development (Chalkable PD) training history report and earned through the Alabama Council for Leadership Development (ACLD), an Alabama public school system, or an Alabama nonpublic/private school system. Individuals who do not have a Chalkable PD account should contact the Chalkable PD Specialist in the E-Rate Section of this Department, at (334) 353-1608, for assistance with establishing a Chalkable PD account.

2. Graduate credit substituted for a **locally-approved** PLU shall be:
- Coursework that has been approved by the Alabama State Department of Education (ALSDE) as shown in the listing of courses found at www.alsde.edu/sec/ee/; **AND**
 - Limited to course credit in which a grade of B or above has been earned; **AND**
 - Verified on an official transcript(s) and submitted to the Educator Certification Section in a sealed envelope from the institution. 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.*)

Note: Individuals employed with an Alabama public school system **or** with an Alabama nonpublic/private school **must receive approval** by the city/county superintendent or nonpublic/private 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 nonpublic/private school will submit approved coursework found at www.alsde.edu/sec/ee/ on official transcripts with their application packet.

- Each 3 semester hour graduate credit course on the approved list can be substituted for 1 **locally-approved** PLU.
- Credit that was applied for issuance of a certificate cannot be applied to its renewal.

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 RLC including the personal data barcode page, this Supplement RL1, the \$30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents **ONLY** (e.g., Chalkable PD training history report) does not constitute making application for certificate continuation. Applicants must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section of the ALSDE. Since certification requirements are subject to change, applicants may review current requirements at www.alsde.edu/EdCert (click *Certificate Renewal* ⇨ *Professional Leadership*).

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

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 certificate continuation 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 RL1).
- Application Part 2 of 2 (Form RLC) **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 through Gemalto Cogent 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 check has been completed and whether they are suitable and fit to teach under state law at <http://tcert.alsde.edu/Portal/Public>.

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- Chalkable 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 the application is received in the Educator Certification Section of the ALSDE. **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 RL1)
- Application Part 2 of 2 (Form RLC), including the personal data barcode page
- Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee
- Required supporting documentation (based upon the continuation option used)

Date

Signature of Applicant

All documentation must be mailed to the following address:

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