Application Part 1 of 2 and Summary of Requirements

The Career and Technical Education Additional Teaching Field Approach
Additional Alabama Certification Based on a Valid Alabama Professional Educator Certificate in a Teaching Field, a Passing Score on an Occupational Proficiency Assessment, P-12 Classroom Teaching Experience, and Successful Completion of Session A of the Career and Technical Education Teacher Certification Program (CTE TCP)

This form must be printed and submitted along with Form CBP.
GENERAL INFORMATION

1. An individual who holds a valid Alabama Professional Educator Certificate in a teaching field, meets occupational proficiency assessment requirements (test score, license, or credential), verifies the required classroom teaching experience in grades P-12, and successfully completes Session A of the Career and Technical Education Teacher Certification Program (CTE TCP) may add a Technical Education program area or Health Science to their existing certificate through the Career and Technical Education Additional Teaching Field Approach.
   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, sport management, and speech-language pathology endorsed on a Class A or Class AA Speech-Language Pathology Professional Educator Certificate. If the individual's only certificate is in one of these instructional support areas, this approach is not an option.

2. Information on the Alabama State Department of Education's approved occupational proficiency assessments and Session A of the Career and Technical Education Teacher Certification Program (CTE TCP) may be obtained from the Office of Career and Technical Education of the Department at (334) 242-9111.

3. 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.

4. The certificate issued through this approach will be a Class B (bachelor's degree level) certificate.

5. All requirements of this approach must be met prior to application submission.

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 CBP including the personal data barcode page, this Supplement PBC, the $30.00 nonrefundable 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 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 Career/Technical Certificates ➝ Additional Teaching Field).

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):

- A valid Alabama Professional Educator Certificate in a teaching field must be held in order to apply through this approach.
- Application Part 1 of 2 (Supplement PBC).
- Application Part 2 of 2 (Form CBP) 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.alabamaintersact.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.
Name: ____________________________
SSN: _______ - ____ - _______

☐ 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 are required to be fingerprinted for a criminal history background check through the ASBI and FBI. Instructions regarding the fingerprinting process through Cogent Systems may be obtained at [https://www.cogentid.com/al/index_adeNew.htm](https://www.cogentid.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](http://tcert.alsde.edu/Portal/Public).

☐ Supplement EXP, submitted by the school system(s)/non-public 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.
- The experience requirement must be met **prior to application submission**.
- The applicant must request the school system/non-public school where he/she was employed to complete and submit to the Educator Certification Section a Supplement(s) EXP verifying appropriate experience.

☐ Chalkable PD or certificate of completion verifying successful completion of Session A of the Career and Technical Education Teacher Certification Training Program (CTE TCP). For information on Session A of the CTE TCP, contact the Office of Career and Technical Education of the Department at (334) 242-9111. **Note:** Session A of the CTE TCP is not required if the applicant holds a valid Professional Educator Certificate in a career and technical education teaching field, a valid Specialty Area Certificate, or a valid Degree Equivalent Certificate.

☐ **For Health Science:** A photocopy of the applicant's active Alabama license in a registered nursing, paramedical, or approved allied health specialty. The active license must be held **prior to application submission**.

☐ **For Technical Education Program areas:** A photocopy of the applicant's passing score on the Alabama State Department of Education approved occupational proficiency assessment (test score, license, or credential) in the technical education program area for which the certificate is being sought. The occupational proficiency assessment must be met **prior to application submission**. For information on the Alabama State Department of Education's approved occupational proficiency assessments, contact the Office of Career and Technical Education of the Department at (334) 242-9111.

### Available Teaching Fields

**ONLY the teaching fields (grades 6-12) listed below are available through this approach.** I request certification in the following teaching field(s) (check all that apply):

- Health Science
- Technical Education: Advertising Design
- Technical Education: Animation
- Technical Education: Automotive Service
- Technical Education: Aviation Technology
- Technical Education: Building Construction
- Technical Education: Cabinetmaking
- Technical Education: Carpentry
- Technical Education: Clean Energy
- Technical Education: Collision Repair
- Technical Education: Commercial Photography
- Technical Education: Computer Electronics
- Technical Education: Cosmetology
- Technical Education: Culinary Arts
- Technical Education: Database Design
- Technical Education: Diesel Technology
- Technical Education: Drafting Design Technology
- Technical Education: Electrical Technology
- Technical Education: Electronics Technology
- Technical Education: Emergency and Fire Management Services
- Technical Education: Engineering
- Technical Education: Global Logistics & Supply Chain Management
- Technical Education: Graphic Arts
- Technical Education: Health Informatics
- Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)
- Technical Education: Industrial Maintenance – Electrical and Instrumentation
- Technical Education: Industrial Maintenance – Mechanical
- Technical Education: Informatics
- Technical Education: Innovations in Science and Technology
- Technical Education: Integrated Production Technologies
- Technical Education: Law Enforcement
- Technical Education: Legal Services
- Technical Education: Manufacturing
- Technical Education: Marine Technology
- Technical Education: Masonry
- Technical Education: Network Systems and Computer Services
- Technical Education: Plumbing
- Technical Education: Power Equipment
- Technical Education: Precision Machining
- Technical Education: Programming and Software Development
- Technical Education: Television Production
- Technical Education: Welding
- Technical Education: Working in Multicultural Environments: Korean

The applicant's credentials will be forwarded to the Office of Career and Technical Education for review. Issuance of the certificate requires approval by that office.
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:

- Application Part 1 of 2 (Supplement PBC)
- Application Part 2 of 2 (Form CBP), 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