Application Part 1 of 2

and

Summary of Requirements

Certificate Renewal (Reinstatement) of Professional Leadership Certificates and/or Professional Educator Certificates in Areas of Administration and/or Supervision

To reinstate a certificate is to make valid a certificate that is no longer current.

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

These requirements are applicable to reinstate 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.

Changes in testing requirements are 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, 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.

The Professional Learning Units (PLU) earned to reinstate a certificate through the PLU option must be completed within five years (60 months) immediately prior to receipt of the application in the Educator Certification Section. Example: If the application is received on December 1, 2018, the PLUs must have been completed between December 1, 2013 and November 30, 2018. The PLUs must be completed prior to application submission.

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 summary sheet at www.alsde.edu/EdCert (click Certificate Renewal).

Meeting the PLU option (only available if the certificate has lapsed for less than 12 months) to reinstate a Professional Leadership Certificate and/or Professional Educator Certificate in an area of administration and/or supervision will also meet allowable credit/professional development requirements to reinstate a Professional Educator Certificate in an area other than administration and/or supervision or a renewable Career and Technical Certificate. Individuals reinstating a renewable Career and Technical Certificate may also have a licensure requirement to meet.

Meeting the testing option to reinstate a Professional Leadership Certificate and/or Professional Educator Certificate in an area of administration and/or supervision will not meet requirements to reinstate a Professional Educator Certificate in an area other than administration and/or supervision or a renewable Career and Technical Certificate. If applicable, a passing score(s) on the Alabama-prescribed Praxis subject area test(s) for EACH AREA of certification in which reinstatement is sought must be attained on a test administration date after the most recent expiration date of the certificate(s) to be reinstated and prior to application submission. The test(s) and passing score(s) must be those in effect on the date the application is received in the Educator Certification Section.

Meeting requirements to reinstate 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 reinstate 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. 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:
   a. 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/](http://www.alsde.edu/sec/ee/); **AND**
   b. Limited to course credit in which a grade of B or above has been earned; **AND**
   c. 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/](http://www.alsde.edu/sec/ee/) on official transcripts with their application packet.

   d. Each 3 semester hour graduate credit course on the approved list can be substituted for 1 **locally-approved** PLU.
   e. Credit that was applied for the 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 RLR including the personal data barcode page, this Supplement RL2, 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 reinstatement. 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](http://www.alsde.edu/EdCert) (click Certificate Renewal => Professional Leadership).

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 reinstatement must include the items listed below (as applicable):

- All PLUs and test requirements (as applicable) **must be completed prior to application submission.**

- [ ] Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- [ ] Application Part 1 of 2 (Supplement RL2).
- [ ] Application Part 2 of 2 (Form RLR) **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.alabamaintercative.org/education](http://www.alabamaintercative.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 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](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.](http://tcert.alsde.edu/Portal/Public.)

*Supplement RL2 08/2018*
In addition to the items on page 3, one of the following reinstatement options must be met:

- If your certificate has lapsed for less than 12 months the **TWO** options you may use to reinstate your Professional Leadership Certificate and/or Professional Educator Certificate in an area of administration and/or supervision are:

  1. **6 PLUs** completed within five years (60 months) immediately prior to receipt of the application in the Educator Certification Section.
     - Submission of Chalkable PD training history report verifying completion of 6 PLUs. Of the required 6 PLUs, at least 3 PLUs MUST be earned through ACLD-approved Professional Studies.
     - If applicable, submission of official transcript(s) verifying earned graduate credit to be substituted for locally-approved PLUs.
  
  2. Passing score(s) on the Alabama-prescribed Praxis subject area test(s) for **EACH AREA** of certification in which reinstatement is sought. The test(s) and passing score(s) must be those in effect on the date the application is received in the Educator Certification Section and must be attained on a test administration date **AFTER** the most recent date of certificate expiration and prior to application submission. See TEST INFORMATION below to ensure the correct test(s) have been taken and the required minimum passing scores(s) have been achieved.
     - Alabama-prescribed Praxis subject area test(s) scores electronically submitted to the Alabama State Department of Education.

List the certification areas(s) being reinstated and testing information below:

<table>
<thead>
<tr>
<th>Area of Certification (e.g., elementary education, educational administration)</th>
<th>Grade Level(s) (e.g., K-6, P-12)</th>
<th>Test Number and Name of Alabama-prescribed Praxis subject area test(s)</th>
<th>Date Test(s) Taken and Passed (Must be after the most recent expiration date of the certificate(s) being reinstated)</th>
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- If your certificate has lapsed for more than 12 months the **ONLY** option you may use to reinstate your Professional Leadership Certificate and/or Professional Educator Certificate in an area of administration and/or supervision is option 2 above.

**TEST INFORMATION**

**NOTE**: Praxis subject area test requirements (tests and/or scores) will change on 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. Applicants meeting the **testing option** must successfully meet the Praxis subject area test requirement(s) of the Alabama Educator Certification Assessment Program (AECAP) in effect on the date the application is received in the Educator Certification Section of the ALSDE.

2. Information about the Alabama-prescribed Praxis subject area test(s) of the AECAP may be obtained at www.ets.org/praxis/al (click Other Certification Approaches ⇒ Reinstatement) or by contacting the staff in the Educator Assessment Section at (334) 242-9983 or edassessment@alsde.edu.

3. **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 are accepted.

4. **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 this Department, will be accepted.
5. 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.**

6. Praxis subject area test(s) that are not prescribed for use in Alabama will not be reported to this Department by ETS.

7. 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 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 RL2)
- [ ] Application Part 2 of 2 (Form RLR), 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 reinstatement option used)

__________________________________________________________
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