

**290-3-2-.01 Basic Principles.**

**(1) Certification Authority**

(a) The Teacher Education and Certification Office shall be the sole office within the State Department of Education to issue certificates and licenses and to implement Alabama laws and rules adopted by the State Board of Education relating to the certification of teachers and instructional support personnel for preschool through Grade 12 (P-12). Rules, standards, directives, and memoranda written prior to July 1, 1997, are invalid and shall not be used to determine the application of these rules. These rules shall apply to all individuals who submit applications for certification on or after July 1, 2002.

(b) Unless otherwise specifically provided by law, the following teacher certification rules shall be the sole authority by which certification is administered. Only the State Superintendent of Education shall have the authority to make exceptions to these rules.

(c) Certificates issued in other states may not be transferred or validated as the authority of their holders to teach in Alabama schools.

(d) State certification rules grant broad general authority and do not include details which prevent flexibility in administration.

**(2) Proper Certification**

(a) Each person who serves as a teacher or in an instructional support position in the public schools of the state is required to hold a valid Alabama certificate as prescribed in Ala. Code §16-23-1 (1975).

(b) Each person who serves as a teacher or in an instructional support position in a private school who holds a certificate issued by the Superintendent is required to hold a valid Alabama certificate as prescribed in Ala. Code §16-28-1 (1975).

(c) Each person who serves as a private tutor is required to hold a valid Alabama certificate as prescribed in Ala. Code §16-28-5 (1975).

(d) Proper certification is defined as having a valid certificate in the teaching field or instructional support area in which the person is assigned. The Department's Subject and Personnel Codes shall be used to determine proper certification.

**(3) Highly Qualified Teacher**

(a) An individual may be designated as a highly qualified teacher in a specific subject area(s) based on having met criteria outlined in The Alabama Model for Identifying Highly Qualified Teachers, In Accordance with Criteria Provided by The No Child Left Behind (NCLB) Act of 2001.

**(4) General Requirements**

(a) An applicant must meet all certification requirements in effect on the submission date of the application. All requirements prescribed in the appropriate application packet shall be met.

(b) An applicant who receives an Alternative, Emergency, Interim, Preliminary or professional educator certificate shall hold at least a bachelor's degree from a regionally accredited senior institution. However, a bachelor's degree is not required for all levels of career/technical certification, or for Reserve Officers Training Corps (ROTC) certification, or a Substitute Teacher's license.

(c) The issuance of an Alternative, Preliminary, or initial professional educator certificate requires that an applicant successfully complete the requirements of the Alabama Prospective Teacher Testing Program. An official score report must be received in the Office directly from the testing service. This test requirement does not apply to individuals who are advancing an existing area of certification to a higher level. Teachers who hold valid professional educator certificates and who seek initial certification in a different subject area are required to take and pass the prescribed subject-matter test of the Alabama Prospective Teacher Testing Program.

(d) Bachelor's degree level certification in speech and language impaired shall not be issued with a valid period beginning after July 1, 2007.

(e) A professional educator certificate cannot be reissued in the same area through the approach used for the initial issuance; renewal requirements for that certificate must be met.

(f) A money order or cashier's check in the amount of \$20 made payable to the State Department of Education is required with the application packet; no other form of payment will be accepted. The application fee is nonrefundable. A \$20 fee is required to issue each certificate.

(g) An individual may not be employed for more than three years while holding an Alternative Baccalaureate-Level Certificate, a Special Alternative Certificate, a Preliminary Certificate, or any combination thereof.

**(5) Background Clearance Through Fingerprint Review**

(a) Effective July 1, 2002, an applicant for certification/licensure or an applicant employed by a local school system or nonpublic school who will have unsupervised access to children in an educational environment and who has not completed a background check since July 1, 1999, as required by the Alabama Child Protection Act of 1999 shall be required to be fingerprinted for a criminal history background check through the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) pursuant to Act 2002-457.

1. The applicant shall be fingerprinted by the appropriate education official or law enforcement official who has been trained to take acceptable fingerprints.

2. An applicant for certification/licensure:

(i) shall submit with the application two acceptable fingerprint cards, the required nonrefundable fee, and the required consent and release forms for the release of criminal history background information to the State Department of Education; and

(ii) after a suitability determination by the State Superintendent of Education, the appropriate certificate shall be issued, if other requirements for certification are met.

3. An applicant recommended for employment by a local employing board of a public school:

(i) shall submit through the local employing superintendent two acceptable fingerprint cards, the required nonrefundable fee and the required consent and release forms for the release of criminal history background information to the State Department of Education;

(ii) shall be issued a suitability determination from the State Superintendent of Education if the individual is a certified applicant for employment; or

(iii) shall be issued a clear report or a report consisting of confirmed convictions and pending criminal charges if the individual is a noncertified applicant for employment; and

(iv) shall have the suitability determination or report issued to the local employing superintendent.

4. An applicant recommended for employment in a nonpublic school:

(i) shall be fingerprinted for a background check but shall have the option to be fingerprinted by public or private education officials or law enforcement officials who have been properly trained in fingerprinting techniques;

(ii) shall forward two acceptable fingerprint cards, the required nonrefundable fee for the background check and the required consent and release forms to the Department of Public Safety through the authorized, voluntary representative of the nonpublic school; and

(iii) shall have a suitability determination issued by the State Superintendent of Education to the chief executive officer of the nonpublic school requesting the determination.

(b) Effective July 1, 2002, a current certified/licensed or noncertified employee who has or will have unsupervised access to children in an educational environment and who has not completed a background check since July 1, 1999, through the ABI and the FBI for the purposes of Alabama certification/licensure or employment with a local employing board or nonpublic school shall be required to submit fingerprints for a background check pursuant to Act 2002-457.

1. Any current certified/licensed or noncertified employee in a public school system:

(i) shall submit to the State Department of Education through the local employing superintendent two acceptable fingerprint cards and the required consent and release forms for the release of criminal history background information from the ABI and the FBI to the State Department of Education;

(ii) shall be issued a suitability determination from the State Superintendent of Education; and

(iii) shall have the same suitability determination issued to the local employing superintendent.

2. Any current certified/licensed or noncertified employee in a nonpublic school:

(i) shall be fingerprinted for a background check but shall have the option to be fingerprinted by public or private education officials or law enforcement officials, or the State Department of Education fingerprint technicians who have been properly trained in fingerprinting techniques;

(ii) shall forward two acceptable fingerprint cards and the required consent and release forms to the Department of Public Safety through the authorized, voluntary representative of the nonpublic school; and

(iii) shall have a suitability determination issued by the State Superintendent of Education to the chief executive officer of the nonpublic school requesting the determination.

(c) Effective July 1, 2002, a background check shall be required for any current employee and any new employee of the State Department of Education who has unsupervised access to and provides education, training, instruction, or supervision for children in an educational setting.

1. A State Department of Education employee shall submit through the State Department of Education two acceptable fingerprint cards and the required consent and release forms for the release of criminal history background information from the ABI and the FBI to the State Department of Education.

2. A State Department of Education new employee shall also pay the required fee for the background check.

3. A State Department of Education employee shall be issued a suitability determination by the State Superintendent of Education.

(d) After such time that all current employees have been fingerprinted for a background check, any individual who submits an application for additional certification or for the renewal of a certificate, and who has not completed a background check shall be required to submit two acceptable fingerprint cards, the required nonrefundable fee, and the required consent and release forms.

(e) A background clearance shall also be required of an applicant or current employee who completed a background check for certification/licensure purposes prior to July 1, 2002, but no longer has those prints on file due to the lapse of the certificate or license or because the individual was not eligible for a certificate.

(f) When the State Superintendent of Education has reasonable suspicion that an individual who holds a certificate or license issued by the Board or is a current public employee has been convicted of a felony or a misdemeanor other than a minor traffic violation or has been guilty of immoral, indecent or unbecoming behavior, that individual shall be subject to a background clearance through a fingerprint review. In such case, the individual will not be responsible for the required fee. A letter of notification from the Superintendent regarding the intent to conduct a review will be sent to the individual. The individual shall return either the fingerprint cards and the release and consent forms or sufficient and specific evidence/information that the investigation is in error. This response shall be postmarked no later than fifteen days after the individual's receipt of the letter of notification from the Superintendent. Failure to comply with this requirement shall result in appropriate disciplinary action.

(g) No local employing board or nonpublic school shall hire an individual who may have unsupervised access to a child without first obtaining a criminal history background information check, except on a temporary emergency basis. In the event that this exception is used and a position is filled by the employer due to exigent circumstances, the applicant so employed may be placed on payroll until such time as a criminal history background information check on the employee is completed as prescribed in Act 2002-457.

**Author:** Dr. Ed Richardson

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**History:** New 12-19-78, repealed 12-8-94, effective 12-31-96; new adopted 12-8-94, effective 1-1-97, repealed 11-14-96 and amended repealed date of original chapter to 6-30-97 new adopted 1-9-97 effective 7-1-97; amended: 6-14-99; effective 7-19-99; amended 9-9-99; effective 10-14-99, repealed and new adopted 06-13-02; emergency rule to appeal and adopt new filed on 6-13-02; new adopted 8-8-02, effective 9-12-02; emergency rule to appeal and adopt new filed on 10-10-02; new adopted 12-12-02, effective 1-16-03; repealed and new adopted 09-11-03 effective 10-16-03; emergency amended rule adopted 4-14-05, effective 4-14-05; amended rule adopted 6-9-05, effective 7-14-05.

### **290-3-2-.02 Approaches to Certification.**

#### **(1) Alabama State-Approved Programs**

(a) An individual who completes a State-approved program as prescribed in rule 290-3-3-.03 through .54 may be eligible for a professional educator certificate.

(b) Recommendation for certification shall be made directly to the Office by the authorized certification official at the institution where the State-approved program was completed as prescribed on Supplement NAL.

(c) An individual who completes a baccalaureate-degree level or Alternative Class A program on or after January 1, 2003, must successfully complete the requirements for the basic skills assessments of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate. An individual who completes a program prior to January 1, 2003, but who does not apply for the initial professional educator certificate on the basis of that program by June 30, 2006, must successfully complete the requirements for the basic skills assessments of the Alabama Prospective Teacher Testing Program.

(d) An individual who completes a State-approved program as prescribed in rule 290-3-3-.03 through .54 on or after April 14, 2005, must successfully complete the requirements for the subject-matter tests of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

**(2) Reciprocal Agreements or Recognition**

(a) National Council for Accreditation of Teacher Education (NCATE)

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1. An individual who completes a program at an institution of higher education accredited by NCATE for the type certification sought may be eligible for a professional educator certificate.

2. The program completed shall have been listed in the published annual guide to NCATE accredited institutions as an approved program offered at the degree level for which the institution was accredited by NCATE at the time the program was completed.

(b) National Association of State Directors of Teacher Education and Certification Interstate Contract (NASDTEC Interstate Contract)

1. An individual who completes requirements of the NASDTEC Interstate Contract for teachers, support personnel and/or administrators in accordance with the current Contract may be eligible for a professional educator certificate.

2. Information concerning member states, program participation, and terms of the current Contract may be obtained from the Office.

(c) Other Approved Program Recognition

1. Approved program recognition may be extended to states which are not participants in the NASDTEC Interstate Contract.

2. An individual who completes state-approved program requirements in one of these states may be eligible for a professional educator certificate.

(d) The issuance of a professional educator certificate based on the completion of a program shall be considered only in the applicant's major program, provided:

1. Alabama issues a certificate comparable to the area(s), grade level(s) and degree level(s), and

2. Proper verification of program completion is received from the authorized certification official at the institution where the program was completed as prescribed on Supplement OAL.

3. The individual successfully completes the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

(e) Other Certificate/Experience Recognition

1. An individual who holds valid professional certification in another state may be eligible for a professional educator certificate if Alabama offers a comparable certificate.

2. Verification of the individual's certification shall be received in the Office directly from the issuing authority as prescribed on Supplement CER, or the original certificate shall be submitted.

3. The experience requirement shall be based on that of the NASDTEC Interstate Contract in effect on the submission date. The experience shall be verified on Supplement EXP.

4. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

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**(3) Foreign Credentials**

(a) An applicant who wishes to receive certification on the basis of study outside of the United States shall obtain an evaluation of the foreign credentials from a state, federal, or private foreign credential evaluation service recognized by the Office.

(b) An applicant who has completed a degree program in teacher education outside of the United States may pursue certification through one of the following options:

1. The applicant may submit the appropriate application packet including the evaluation by the foreign credential evaluation service directly to the Office. If the evaluation indicates that the program is considered equivalent to an approved teacher education program in the United States and Alabama issues a comparable certificate, the appropriate professional educator certificate may be issued.

2. The applicant may submit the evaluation by the foreign credential evaluation service to the certification officer at an Alabama institution with a State-approved program in the area in which certification is sought and may pursue certification through completion of that institution's State-approved program.

(c) An applicant who has not completed a degree program in teacher education but has earned a foreign degree equivalent to at least a bachelor's degree granted by a regionally accredited institution in the United States may pursue certification through the State-approved program approach, a State-approved alternative approach, or a reciprocal approach.

(d) Individuals shall have an official score report submitted to the Office directly from the testing service indicating a passing score on the Test of Spoken English (TSE).

(e) Individuals must successfully complete the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

**(4) Alternative Approaches**

(a) Alternative Baccalaureate-Level Approach

1. Any individual who has earned a bachelor's degree and meets coursework and other requirements as prescribed on Supplement ABC may be issued the first Alternative Baccalaureate-Level Certificate.

2. The application packet must be received in the office no later than October 1 of the scholastic year for which the certificate is requested.

3. The certificate shall be issued with a valid period of one year and may be reissued for the next two consecutive years by meeting requirements as prescribed on Supplement ABC.

4. The appropriate professional educator certificate may be issued upon verification of the completion of all requirements. Additional information is contained in rule .03(1)(b), Alternative Certificates.

5. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program.

6. Effective with the 2003-2004 scholastic year, first Alternative Baccalaureate-Level Certificates will not be issued on the basis of experience.

7. Alternative Baccalaureate-Level Certificates are issued for full-time assignments only.

(b) Alternative Class A Master's Degree-Level Approach

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1. An individual who has earned at least a bachelor's degree and has been unconditionally admitted to an Alternative Class A Program may be issued the first Special Alternative Certificate.

2. Initial issuance and reissuance shall be as prescribed on Supplement SAF.

3. The appropriate professional educator certificate may be issued upon verification of the completion of all requirements. Additional information is contained in rule .03(1)(b), Alternative Certificates.

4. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

(c) Speech and Language Impaired Approach

1. An individual who holds a master's or higher degree in speech-language pathology and a valid speech-language pathology license issued by any state's board of examiners in speech pathology and audiology may be eligible for the appropriate degree level professional educator certificate endorsed in speech-language impaired.

2. All additional requirements prescribed on Supplement CLA for speech and language impaired must be met.

3. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

(d) Nationally Certified School Psychologist Approach

1. An individual who submits verification of currently valid certification as a Nationally Certified School Psychologist based on standards established by the National School Psychology Certification System may be eligible for professional certification as a school psychologist.

2. A copy of the certifying credential shall be submitted to the Office, or the individual's name shall be listed in the most recent Directory of Nationally Certified School Psychologists or in its current supplement.

3. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

4. All requirements prescribed on Supplement CLA for nationally certified school psychologists must be met. The National School Psychology Examination may be considered for meeting the test requirement for the statewide test in the teaching field upon its adoption and implementation.

(e) National Board for Professional Teaching Standards Approach

1. An individual who submits verification of currently valid certification by the National Board for Professional Teaching Standards may be eligible for professional certification provided Alabama issues a certificate comparable to the area(s), grade level(s), and degree level(s).

2. Verification of the individual's certification shall be received in the Office directly from the issuing authority, or the original certificate shall be submitted.

3. All requirements prescribed on Supplement CLA for nationally certified teachers shall be met.

4. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program prior to the issuance of an initial professional educator certificate.

(f) Preliminary Certificate Approach

1. An individual who has earned at least a master's degree but has not completed a teacher education program in the instructional support area for which certification is sought may be eligible for a Preliminary Certificate in an instructional support area as specified in rule .03(1)(d), Preliminary Certificate.

2. An individual who has earned at least a bachelor's degree in speech and language impaired but has not completed all requirements for professional certification may be eligible for a Preliminary Certificate endorsed in speech and language impaired.

3. Additional information regarding Preliminary Certificates is contained in rule .03(1)(d), Preliminary Certificate.

4. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program.

(g) Additional Teaching Field Approach

1. This approach will become effective upon adoption and implementation of the required statewide test in the teaching field.

2. Individuals who hold valid Alabama professional certification in a teaching field may seek bachelor's level certification in an additional teaching field as follows:

(i) For individuals seeking certification in an area other than special education, verification of two years of experience is required at the grade level for which certification is sought. This experience must have been for a majority of the time. For P-12 certification one year of experience at each level (P-6 and 6-12) is required.

(ii) For individuals seeking certification in special education, verification of two years of experience is required in the exceptionality for which certification is sought. This experience must have been for a majority of the time.

(iii) Verification of a passing score on the subject area content section of the required statewide test in the teaching field to be added shall be submitted to the Office.

(iv) The appropriate professional educator certificate may be issued through this approach when the individual has completed all requirements and submitted an Application for Alabama Certification, Supplement EXP, and verification of a passing score on the required statewide test in the teaching field.

3. This approach is not available in the area of speech and language impaired, in areas in which a subject area content section of the required statewide test does not exist, and in areas in which certification is not available at the bachelor's degree level.

(h) Speech Language Pathology Assistant

1. Level I Speech Language Pathology Assistant Certificate. To be eligible for this non-renewable, three-year alternative approach certificate which will only be issued at the request of an employing superintendent, an applicant must hold a bachelor's degree in speech language pathology or communication sciences and disorders from a regionally accredited college or university with a GPA of at least 2.5 on a 4-point scale and provide proof of having earned passing scores on all applicable components of the Alabama Prospective Teacher Testing Program.

2. Level II Speech Language Pathology Assistant Certificate.

(i) To be eligible for this renewable five-year certificate that will only be issued at the request of an employing superintendent, an applicant must:

(I) Have held a Level I Speech/Language Pathology Assistant Certificate;

(II) Provide proof of at least two years of satisfactory full-time employment as an SLP assistant in one or more Alabama LEA's, while holding a valid Level I Speech Language Pathology Assistant Certificate, during which supervision was provided by either an SLP who holds a valid Class A certificate in SLP or a special education coordinator/supervisor who holds a valid Alabama certificate in special education; and, unless the SLP assistant holds a valid Class A Professional Educator Certificate in special education,

(III) Provide proof of having earned at least 12 semester hours of graduate credit from:

- A. An Alabama-approved Alternative Class A special education program, or
- B. An ASHA-accredited speech language pathology master's level program, or
- C. A combination of courses from (III) A. and (III)(B).

(ii) To continue a Level II Speech Language Pathology Assistant Certificate, an applicant who has not earned a master's degree in special education or speech language pathology must:

(I) Provide proof of three years of satisfactory full-time employment as an SLP assistant in one or more Alabama LEA's, while holding a valid Level II Speech Language Pathology Assistant Certificate, during which supervision was provided by either an SLP who holds a valid Class A certificate in SLP or a special education coordinator/supervisor who holds a valid Alabama certificate in special education; and, unless the SLP assistant holds a valid Class A Professional Educator Certificate in special education,

(II) Provide proof of having earned at least 12 additional semester hours of graduate credit from:

- A. An Alabama-approved Alternative Class A special education program, or
- B. An ASHA-accredited speech/language pathology master's level program, or
- C. A combination of courses from (II)A and (II)B.

(III) An applicant who has earned a master's degree in special education or speech language pathology will be exempt from (2), above.

(iii) To reinstate a Level II Speech-Language Pathology Assistant Certificate, an applicant must provide proof of:

(I) Verification of 6 semester hours of allowable credit earned within five years prior to the beginning date of the reinstated certificate and 5 CEUs; or

(II) Verification of 9 semester hours of allowable credit earned within five years prior to the beginning date of the reinstated certificate; or

(III) Within the ten years immediately preceding the submission date of the renewal application, verification of having met the previously-listed continuation requirements for each of the two five-year periods.

**Author:** Dr. Ed Richardson

**Statutory Authority:** Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

**History:** New 12-19-78, repealed 12-8-94, effective 12-31-96; new adopted 12-8-94, effective 1-1-97, repealed 11-14-96 and amended repealed date of original chapter to 6-30-97 new adopted 1-9-97 effective 7-1-97; amended: 6-14-99; effective 7-19-99, repealed and new adopted 06-13-02; emergency rule to appeal and adopt new filed on 6-13-02; new adopted 8-8-02, effective 9-12-02; emergency rule to appeal and adopt new filed on 10-10-02; new adopted 12-12-02, effective 1-16-03; repealed and new adopted 09-11-03 effective 10-16-03; emergency amended rule adopted 4-14-05, effective 4-14-05; amended rule adopted 6-9-05, effective 7-14-05; amended 8-7-06, effective 9-11-06.

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**290-3-2-.03 Certificates.**

**(1) Types of Certificates**

**(a) Professional Educator Certificates**

**1. Bachelor’s, Master’s, and Sixth-Year Level Certificates for Teachers**

Certificate	Grade/Age Levels	Bachelor’s	Master’s	Sixth-Year
Collaborative Special Education	K-6	a, b, c	a, c, d	a, c, e
Collaborative Special Education	6-12	a, b, c	a, c, d	a, c, e
Early Childhood Special Education	P-3	a, b	a, d	a, e
Early Childhood	P-3	a, b	a, d	a, e
Elementary	K-6	a, b	a, d	a, e
Elementary-Secondary	P-12	a, b, c	a, c, d	a, c, e
Middle School	4-8	a, b, c	a, c, d	a, c, e
Secondary	6-12	a, b, c	a, c, d	a, c, e
Special Education	P-12	a, b, c	a, c, d	a, c, e

<sup>a</sup>Meet all requirements for the professional educator certificate in the teaching field(s) at this level as prescribed in rule .01, Basic Principles, and rule .02, Approaches to Certification.

<sup>b</sup>Hold an earned bachelor’s degree from a regionally accredited senior institution of higher education.

<sup>c</sup>Be endorsed only in teaching fields specified as Current Areas of Endorsement in the Codes, including a generalist endorsement on a Middle School Professional Certificate. Department’s Subject and Personnel

<sup>d</sup>Hold an earned master’s degree from a regionally accredited senior institution of higher education.

<sup>e</sup>Complete an approved sixth-year program, or hold an earned education specialist or doctoral degree from a regionally accredited senior institution of higher education.

**2. Master’s and Sixth-Year Level Certificates for Instructional Support Personnel**

Instructional Support Area	Grade Levels	Master’s	Sixth-Year
Educational Administrator	P-12	b, e	c, e
Principal	P-6	b, d, e	c, d, e
Principal	6-12	b, d, e	c, d, e
Principal	P-12	b, d, e	c, d, e
School Counselor	P-12	a, b	a, c
School Library-Media Specialist	P-12	a, b	a, c
School Psychologist	P-12	a, b	a, c
School Psychometrist	P-12	a, b	a, c
Superintendent	P-12	b, d, e	c, d, e
Supervisor	P-12	b, d, e	c, d, e
Vocational Administrator	6-12	b, d, e	c, d, e

<sup>a</sup>Meet all requirements for the professional educator certificate in the area at this level as prescribed in rule .01, Basic Principles, and rule .02, Approaches to Certification. Individuals must also complete two years of satisfactory educational experience, except for those seeking certification through the Nationally Certified School Psychologist Approach.

<sup>b</sup>Hold an earned master’s degree from a regionally accredited senior institution of higher education.

**SUPP. NO. 05-3**  
**290-3-2-.03(1)(a)2. footnote “c”**

**TEACHER CERTIFICATION**

**290-3-2-.03(1)(b) footnote “d”**

<sup>c</sup>Complete an approved sixth-year level program, or hold an earned education specialist or doctoral degree from a regionally accredited senior institution of higher education.

<sup>d</sup>Complete certification requirements for principal, superintendent, supervisor, or vocational administrator only through the provisions of a reciprocal agreement.

<sup>e</sup>Meet all requirements for the professional educator certificate in the area at this level as prescribed in rule .01, Basic Principles, and rule .02, Approaches to Certification. Individuals must also complete two years of satisfactory educational experience. For individuals seeking certification through the approved program route or through reciprocity, at least one of the two years must have been P-12 classroom teaching experience.

(b) Alternative Certificates

	Alternative Baccalaureate-Level Certificate			Special Alternative Certificate <sup>a, c</sup>						
Grade/Age Levels	K-8 a, b	6-8 a	9-12 a, b, d	P-3	P-3	K-6	4-8	6-12	P-12	P-3, K-6, 6-12, P-12
Teaching Fields	e	f	f	ECSE g	EC h	EL i	MIDDLE j	SEC j	EL/SEC j, k	SPED j
Instructional Support Areas									l	
Name of Certificate	m	m	m	n	n	n	n	n	n	n
Resulting Professional Educator Certificate	o, q	p, q	p, q,	r	r	r	r	r	r	r

<sup>a</sup>Shall be requested only by a local superintendent of education or a headmaster of a nonpublic school who wishes to employ the individual in the area for which the certificate is sought. A bachelor's or higher degree from a regionally accredited institution of higher education is required. For teaching fields, these certificates are issued only at the bachelor's degree level. The Special Alternative Certificate for Reading Specialist, Educational Administration, School Counseling, and Library-Media may be issued at the master's degree level, if Class A certification is held. Alternative Baccalaureate-Level Certificates and Special Alternative Certificates are valid for one year, and may be reissued as prescribed on the appropriate supplement. Issuance of the Alternative Baccalaureate-Level Certificate is based upon the completion of requirements as prescribed on Supplement ABC.

<sup>b</sup>Issuance of the Alternative Baccalaureate-Level Certificate for Grades K-8 and 9-12 shall be approved by the State Board of Education.

<sup>c</sup>Issuance of the Special Alternative Certificate is based upon the completion of requirements as prescribed on Supplement SAF.

<sup>d</sup>The initial Alternative Baccalaureate-Level Certificate endorsed in speech and language impaired shall not be issued with a valid period beginning after July 1, 2004.

**SUPP. NO. 05-3**                      **TEACHER CERTIFICATION**  
**290-3-2-.03(1)(b) footnote “e”**

**290-3-2-.03(1)(b) footnote “r”**

<sup>e</sup>Teaching fields: French, German, Japanese, Latin, Russian, Spanish, visual arts, dance, theatre, instrumental music, vocal/choral music, and physical education.

<sup>f</sup>Be endorsed only in secondary teaching fields specified as Current Areas of Endorsement in the Department’s Subject and Personnel Codes.

<sup>g</sup>Early childhood special education.

<sup>h</sup>Early childhood.

<sup>i</sup>Elementary.

<sup>j</sup>Teaching fields appropriate to the Alternative Class A Program being completed are specified in the Department’s Subject and Personnel Codes.

<sup>k</sup>Reading Specialist.

<sup>l</sup>Educational Administration, School Counseling, or Library-Media

<sup>m</sup>Alternative Baccalaureate-Level Certificate.

<sup>n</sup>Special Alternative Certificate.

<sup>o</sup>Bachelor’s degree level Elementary-Secondary Professional Certificate (Grades P-12).

<sup>p</sup>Bachelor’s degree level Secondary Professional Certificate (Grades 6-12) except for art, English as a second language, music (instrumental or vocal/choral), physical education and special education. Individuals completing requirements for these teaching fields will receive bachelor’s degree level elementary-secondary certification.

<sup>q</sup>Issuance of the bachelor’s degree level professional educator certificate is based upon the completion of all coursework as prescribed on Supplement ABC, three consecutive years of satisfactory, full-time teaching experience in the same school system or nonpublic school while holding the Alternative Baccalaureate-Level Certificates, and successfully completing the requirements of the Alabama Prospective Teacher Testing Program.

<sup>r</sup>Issuance of the master’s degree level professional educator certificate in a teaching field is based upon completion of the Alternative Class A Program as prescribed in rule 290-3-3-.44, and successfully completing the requirements of the Alabama Prospective Teacher Testing Program as prescribed on the Application for Alabama Certification. Issuance of the master’s degree level professional educator certificate for Reading Specialist, Educational Administration, School Library-Media Specialist, or School Counseling is based upon completion of the program as prescribed in rule 290-3-3-.45.1, 290-3-3-.48, 290-3-3-.49, or 290-3-3-.50 respectively, and meeting all the requirements as prescribed in 290-3-2-.02 and .03.

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(c) Career/Technical Certificates Endorsed In Technical Education or Health Science

Type <sup>a</sup>	Degree Equivalency	Valid Period <sup>b</sup>	Renewable
Level 1 Technical Education	Bachelor's	3 years	No
Level 1 Health Science	Bachelor's	3 years	No
Level 2 Technical Education	Bachelor's	5 years	No
Level 2 Health Science	Bachelor's	3 years	No
Level 3 Technical Education	Master's	5 years	Yes
Level 3 Health Science	Master's	3 years	No
Level 4	Master's	5 years	Yes
Level 5	Sixth-year	5 years	Yes
Type II <sup>c</sup>	Bachelor's	5 years	Yes
Type III <sup>c</sup>	Bachelor's	5 years	Yes

<sup>a</sup>Upon issuance of a higher level Career/Technical Certificate than that which is currently held, any prerequisite level Career/Technical Certificate(s) will be eliminated.

<sup>b</sup>All requirements for a Career/Technical Certificate bearing the July 1 date of a given year must be met prior to September 1 of that year. If requirements are met after September 1, the certificate will be dated the following July 1.

<sup>c</sup>These certificates were issued on the basis of rules in effect prior to July 1, 1997.

1. General Requirements for Career/Technical Certificates

(i) The certificate endorsed in technical education shall be issued for technical teachers of secondary career/technical subjects at Levels 1, 2, 3, 4, or 5.

(ii) The certificate endorsed in health science shall be issued for secondary health science teachers at Levels 1, 2, 3, 4, or 5.

(iii) Applications for the Level 1 certificate endorsed in technical education, and the Levels 1, 2, and 3 certificates endorsed in health science shall be processed only at the request of the employing superintendent as prescribed on Supplement C/T and upon the approval of the experience by the career/technical director of the Department.

2. Specific Requirements for the issuance of Levels 1, 2, 3, 4, and 5 Career/Technical Certificates endorsed in technical education:

(i) The Level 1 certificate endorsed in technical education shall be issued to an individual who has:

(I) A minimum of 14,000 clock hours (seven years) of full-time work experience within the past ten years as a wage earner in the technical enterprise that is to be taught and graduated from high school or completed the equivalent of a high school diploma; or

(II) Graduated from an approved postsecondary career/technical training program in the technical enterprise that is to be taught and has 6,000 clock hours (three years) of full-time work experience within the seven years immediately preceding the submission date of the application in a technical enterprise in the occupation that will be taught.

(III) After issuance of a Level 1 Career/Technical Certificate, teachers assigned to programs or classes outside the approved program area must submit the following credentials to the Career/Technical Education State Director for evaluation and approval:

I. Written evidence of a minimum of 14,000 clock hours (seven years) of full-time work experience within the past ten years as a wage earner in the technical enterprise that is to be taught and graduated from high school or completed the equivalent of a high school diploma; or

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**290-3-2-.03(1)(c)2.(i)(III)II.**

**290-3-2-.03(1)(c)2.(iv)**

II. Official transcript verifying graduation from an approved postsecondary career/technical training program in the technical enterprise that is to be taught and documentation of 6,000 clock hours (three years) of full-time work experience, within the seven years immediately preceding the submission date of the application in a technical enterprise in the occupation that will be taught; or

III. Verification of a passing score on a State Board of Education approved occupational proficiency examination in the technical education area that is to be taught.

(ii) The Level 2 certificate endorsed in technical education shall be issued to an individual who:

(I) Is eligible to hold a Level 1 or a Type II or Type III certificate endorsed in technical education;

(II) Has earned credit with a grade of C or above in each of the five courses stipulated below at a regionally accredited senior institution which has a state-approved teacher education program in career/technical education:

- I. Special Needs in Career/Technical Education
- II. Course Development and Evaluation in Career/Technical Education
- III. Methods of Teaching Career/Technical Education
- IV. Classroom/Laboratory Management in Career/Technical Education
- V. Learning Resources and Technology in Career/Technical Education

(III) Has completed the appropriate Department-approved New Teacher Institute; and

(IV) Has passed a State Board of Education approved occupational proficiency examination in the technical education area that is to be taught.

(iii) The Level 3 certificate endorsed in technical education shall be issued to an individual who:

(I) Is eligible to hold a Level 2 certificate endorsed in technical education; and

(II) Has earned at least 45 semester/70 quarter hours of credit with a grade of C or above in the following coursework at a regionally accredited junior or senior institution:

I. Level 3 Career/Technical Certificate Endorsed In Technical Education

Required Courses	Number of Courses
English	2
Speech	1
History	1
Principles of Career/Technical Education*	1
Safety*	1
Career/Technical Student Organizations*	1
Computer Applications	1
Mathematics	1
Physical Sciences	1
Economics	1

\*These courses must be taken at a regionally accredited senior institution which has a state-approved teacher education program in career/technical education.

II. Has earned additional electives from a state-approved teacher education program in technical education to complete the total 45 semester/70 quarter hours. Credit earned to meet the Level 2 certificate shall not be applied toward the Level 3 certificate.

(iv) The Level 4 certificate endorsed in technical education shall be issued to an individual who:

(I) Is eligible to hold a Level 3 certificate endorsed in technical education; and  
(II) Has completed an approved teacher education program in technical education (secondary) at the bachelor's degree level.

(v) The Level 5 certificate endorsed in technical education shall be issued to an individual who:

(I) Is eligible to hold a Level 4 certificate endorsed in technical education; and  
(II) Has completed an approved teacher education program in technical education (secondary) at the master's degree level.

3. Specific requirements for the issuance of Levels 1, 2, 3, 4, and 5 Career/Technical Certificates endorsed in health science:

(i) The Level 1 certificate endorsed in health science shall be issued to an individual who provides:

(I) Evidence of a valid license or certificate as a healthcare practitioner; and  
(II) Evidence of completion of a post-high school two-year healthcare training program, which resulted in the awarding of a diploma or certificate in a healthcare specialty, and verification of 14,000 clock hours (seven years) of full-time work experience, within the ten years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner; or

(III) An official transcript verifying completion of an approved postsecondary healthcare training program and verification of 6,000 clock hours (three years) of full-time work experience, within the seven years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner.

(ii) The Level 2 certificate endorsed in health science shall be issued to an individual who provides:

(I) Evidence of a valid license or certificate as a healthcare practitioner;  
(II) An official transcript verifying a minimum of an associate degree in the area of the valid license or certificate as a healthcare practitioner; and

(III) Verification of 6,000 clock hours (three years) of full-time work experience, within the six years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner.

(iii) The Level 3 certificate endorsed in health science shall be issued to an individual who provides:

(I) Evidence of a valid license or certificate as a healthcare practitioner;  
(II) An official transcript verifying a minimum of a bachelor's degree in the area of the valid license or certificate as a healthcare practitioner; and

(III) Verification of 2,000 clock hours (one year) of full-time work experience, within the three years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner.

(iv) The Level 4 certificate endorsed in health science shall be issued to an individual who:

(I) Is eligible to hold a Level 1, 2, or 3 certificate endorsed in health-science;  
(II) Has completed the appropriate Department-approved New Teacher Institute;  
and

(III) Has earned credit, with a grade of C or above, in each of the five courses stipulated below at a regionally accredited senior institution which has a state-approved teacher education program in career/technical education:

- I. Special Needs in Career/Technical Education.
- II. Course Development and Evaluation in Career/Technical Education.

III. Methods of Teaching Career/Technical Education.

IV. Classroom/Laboratory Management in Career/Technical Education Learning Resources and Technology in Career/Technical Education.

(v) The Level 5 certificate endorsed in health science shall be issued to an individual who:

(I) Is eligible to hold a Level 4 certificate endorsed in health science; and

(II) Has earned a master's degree in an area of career/technical education or in the area of the valid license or certificate as a healthcare practitioner.

4. Conversion of Types to Levels

(i) Valid Type I certificates endorsed in technical education or health science were issued on the basis of the rules in effect prior to July 1, 1997, and shall be converted to the appropriate Level 3, 4, or 5 certificate as determined by the career/technical director of the Department.

(ii) An individual holding a valid Type II or III certificate endorsed in technical education who is seeking a higher level Career/Technical Certificate shall meet the requirements for the Level 2 certificate as a prerequisite to Level 3, 4, or 5 certificates.

(iii) An individual holding a valid Type II or III certificate endorsed in health science who is seeking a higher level Career/Technical Certificate shall meet requirements for the Level 1, 2, or 3 certificate as a prerequisite to Level 4, or 5 certificates.

(III) An official transcript verifying completion of an approved postsecondary healthcare training program and verification of 6,000 clock hours (three years) of work experiences, with the eight years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner.

(ii) The Level 2 certificate endorsed in health science shall be issued to an individual who provides:

(I) Evidence of a valid license or certificate as a healthcare practitioner;

(II) An official transcript verifying a minimum of an associate degree in the area of the valid license or certificate as healthcare practitioner; and

(III) Verification of 6,000 clock hours (three years) of work experience, within the six years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner.

(iii) The Level 3 certificate endorsed in health science shall be issued to an individual who provides:

(I) Evidence of a valid license or certificate as a healthcare practitioner;

(II) An official transcript verifying a minimum of a bachelor's degree in the area of the valid license or certificate as a healthcare practitioner; and

(III) Verification of 2,000 clock hours (one year) of work experience, within the three years immediately preceding the submission date of the application, as a wage earner in the area of the valid license or certificate as a healthcare practitioner.

(iv) The Level 4 certificate endorsed in health science shall be issued to an individual who:

(I) Is eligible to hold a Level 1, 2, or 3 certificate endorsed in health-science;

(II) Has completed the appropriate Department-approved New Teacher Institute; and

(III) Has earned credit, with a grade of C or above, in coursework with content specified for the Level 2 certificate endorsed in technical education.

(v) The level 5 certificate endorsed in health science shall be issued to an individual who:

- (I) Is eligible to hold a Level 4 certificate endorsed in health science; and
- (II) Has earned a master's degree in an area of career/technical education or in the area of the valid license or certificate as a healthcare practitioner.

4. Conversion of Types to Levels

(i) Valid Type I certificates endorsed in technical education or healthcare science and technology were issued on the basis of the rules in effect prior to July 1, 1997, and shall be converted to the appropriate Level 3, 4, or 5 certificate as determined by the career/technical director of the Department.

(ii) An individual holding a valid Type II or III certificate endorsed in technical education who is seeking a higher level Career/Technical Certificate shall meet the requirements for the Level 2 certificate as a prerequisite to Level 3, 4, or 5 certificates

(iii) An individual holding a valid Type II or III certificate endorsed in healthcare science and technology who is seeking a higher level Career/Technical Certificate shall meet requirements for the Level 1, 2, or 3 certificate as a prerequisite to Level 4, or 5 certificates.

(d) Preliminary Certificate

1. The Preliminary Certificate for instructional support areas (Grades P-12) shall be issued only:

- (i) At the request of the employing superintendent or headmaster;
- (ii) At the highest degree level in which the major related to the instructional support area was completed;
- (iii) For school counselor, if the individual holds at least a master's degree in counseling and a valid license issued by any state's board of examiners in counseling;
- (iv) For school library-media specialist, if the individual holds at least a master's degree in library science;

(v) With a valid period of two years beginning July 1 of the scholastic year for which it is requested and may be reissued one time only with a valid period of one year at the request of the employing superintendent or headmaster when all requirements for professional certification have not been met. Individuals who have held two Preliminary Certificates in an instructional support area but have not met requirements for the professional educator certificate in that area, shall no longer be eligible for certification through the Preliminary Certificate Approach for instructional support areas.

2. The Preliminary Certificate for speech and language impaired (Grades P-12) shall be issued:

- (i) At the request of the employing superintendent or headmaster;
- (ii) At the highest degree level in which a speech-language pathology major was completed; and

(iii) With a valid period of two years beginning July 1 of the scholastic year for which it is requested and may be reissued one time only with a valid period of one year at the request of the employing superintendent or headmaster for individuals serving a majority of the time in this area. Individuals who have held two Preliminary Certificates for speech and language impaired but have not met the requirements for the professional educator certificate shall no longer be eligible for certification through the Preliminary Certificate Approach for speech and language impaired.

(iv) The initial bachelor's degree level preliminary certificate endorsed in speech and language impaired shall not be issued with a valid period beginning after July 1, 2004.

3. All requirements as prescribed on Supplement PRE shall be met.

4. The State Superintendent of Education shall have the authority to make an exception for the issuance of a Preliminary Certificate as prescribed on Supplement ADM.

(i) The Preliminary Certificate in speech and language impaired will be issued only if a degree with a major in speech pathology is held.

(ii) The Preliminary Certificate in driver and traffic safety education may be issued if the applicant holds a valid Alabama professional educator certificate and has completed the required State Department of Education basic and advanced driver's education coursework.

(iii) Effective with the 2003-2004 scholastic year, issuance of the initial Preliminary Certificate in a teaching field will not be based on experience when a major is not held in the academic area or when the individual does not meet specified coursework requirements.

5. An individual seeking certification through this approach must successfully complete the requirements of the Alabama Prospective Teacher Testing Program.

(i) Before the first preliminary certificate may be issued, an individual must present proof of registration for the required basic skills assessments and subject-matter tests of the Alabama Prospective Teacher Testing Program at the next administration.

(ii) Before the second preliminary certificate or professional educator certificate may be issued, an individual must have attained the minimum passing scores set by the State Board of Education on the basic skills assessments and subject-matter tests of the Alabama Prospective Teacher Testing Program.

6. The appropriate professional educator certificate may be issued through this approach when the individual has completed all requirements including successfully completing the requirements of the Alabama Prospective Teacher Testing Program and submitting an Application for Alabama Certification. The professional educator certificate resulting from the Preliminary Certificate Approach may be issued in the area, at the grade level, and at the degree level of the Preliminary Certificate. Professional educator certificates resulting from the Preliminary Certificate Approach shall be issued for:

(i) Specified instructional support areas in the area, at the grade level, and at the degree level of the Preliminary Certificate upon completion of all certification requirements including two years of full-time, satisfactory instructional support experience in Alabama (which must have been a majority of the time in the area and at the grade level of certification sought) while holding the Preliminary Certificate.

(ii) Speech and language impaired upon completion of all certification requirements including two years of full-time satisfactory experience in speech and language impaired in Alabama while holding the Preliminary Certificate.

(e) Interim Certificate

1. An Interim Certificate may be issued only:

(i) At the request of the employing superintendent or headmaster;

(ii) When all requirements for an initial professional educator certificate are met after September 1; and

(iii) In the area, at the grade level, and at the degree level of the program completed.

2. The valid period of the certificate shall be one year and for the same scholastic year in which the requirements were met, and it shall not be extended or renewed.

(f) Emergency Certificate

1. The Emergency Certificate shall be issued only:

(i) At the request of the employing superintendent or headmaster;

(ii) In cases of emergency when individuals who hold valid Alabama certificates are not available;

(iii) At the bachelor's degree level and for individuals who hold at least an earned bachelor's degree; and

(iv) As prescribed on Supplement EMG.

2. The valid period of the certificate shall be one year, and it shall not be extended or renewed.

(g) ROTC Certificate

1. The ROTC Certificate shall be issued only:
  - (i) At the request of the employing superintendent or headmaster who certifies that the applicant has been recommended and approved by the military to serve as a ROTC instructor; and
  - (ii) As prescribed on Supplement RTC.
2. The valid period of the ROTC Certificate shall be five years. It may be reissued by following the same procedure used in issuing the initial ROTC Certificate.
  - (h) Substitute Teacher's License
    1. The Substitute Teacher's License shall be issued only:
      - (i) At the request of the employing superintendent or headmaster;
      - (ii) For an individual to serve as a substitute teacher and cannot be used as the basis for employment as a regular, full-time teacher;
      - (iii) As prescribed on the Application for a Substitute Teacher's License; and
      - (iv) For an individual who has graduated from high school or completed the equivalent of a high school program as verified by an official transcript or copy of the diploma. Required documentation shall be kept on file by the employing superintendent. A certificate of attendance shall not meet this requirement.
    2. The valid period of the license shall be five years. It may be reissued by following the same procedure used in issuing the initial Substitute Teacher's License.

**(2) Valid Periods**

- (a) All requirements for a professional educator certificate bearing the July 1 date of a given year must be met prior to September 1 of that year. If requirements are met after September 1, the certificate will be dated the following July 1.
- (b) The valid periods of all professional educator certificates issued on or after July 1, 1997, shall be five years unless all requirements based on rules in effect prior to July 1, 1997, were met prior to September 1, 1997, and the application submission date was by October 31, 1997. All valid periods shall begin on July 1 and shall end on June 30.
- (c) The valid periods of professional educator certificates issued prior to July 1, 1997, shall be changed to five years when they are renewed or when the expiration date of a five-year certificate issued after July 1, 1997, extends beyond the expiration date of those certificates. At that time, the valid periods of all professional educator certificates shall be given the date of the most recent five-year certificate.
- (d) When an additional professional educator certificate is issued, except as prescribed in .03(2)(b), the valid period of the new certificate(s) shall be five years; and
  1. The valid period of the existing professional educator certificate(s) shall not change if the remaining valid period of the existing professional educator certificate(s) is five years or more; or
  2. If the remaining valid period of the existing professional educator certificate(s) is less than five years, the valid periods of all professional educator certificates shall change to the valid period of the new certificate.
- (e) When a new endorsement is added to an existing valid professional educator certificate except as prescribed in .03(2)(b):
  1. The valid period of the existing professional educator certificate(s) shall not change if the remaining valid period of those certificates is five years or more; or
  2. If the remaining valid period of the existing professional educator certificate(s) is less than five years, the valid period of all professional educator certificates shall change to the current five year period.

(f) Additional information regarding the valid periods of Alternative Certificates, Career/Technical Certificates, Preliminary Certificates, ROTC Certificates, and Substitute Teacher's Licenses is contained in rule .03(1), Types of Certificates.

**Author:** Dr. Ed Richardson

**Statutory Authority:** Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

**History:** New 12-19-78, repealed 12-8-94, effective 12-31-96; new adopted 12-8-94, effective 1-1-97, repealed 11-14-96 and amended repealed date of original chapter to 6-30-97 new adopted 1-9-97 effective 7-1-97; amended: 6-14-99; effective 7-19-99; amended 9-1-99; effective 10-14-99; amended 01-11-01, effective 02-15-01, repealed and new adopted 06-13-02; emergency rule to appeal and adopt new filed on 6-13-02; new adopted 8-8-02, effective 9-12-02; emergency rule to appeal and adopt new filed on 10-10-02; new adopted 12-12-02, effective 1-16-03; repealed and new adopted 09-11-03 effective 10-16-03; amended 06-10-04 effective 07-15-04; emergency amended rule adopted 4-14-05, effective 4-14-05; amended rule adopted 6-9-05, effective 7-14-05.

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**290-3-2-.04 Renewal Requirements.** In order to receive, continue, or reinstate a professional educator certificate or an alternative certificate, an individual shall provide requested information including: name, address(es), telephone number(s), birth date, social security number, educational and work experience, certification test scores, professional development, relevant prerequisite certification, relevant transcripts, professional recognitions, and certification denial/revocation/suspension. In addition, the individual shall provide fingerprints and permission for a criminal background review. Failure to submit accurate information may result in revocation or nonissuance of the individual's certificate.

**(1) Continue**

(a) To continue a certificate is to update it without allowing it to lapse by meeting requirements prior to September 1 of the year of its expiration, and submitting the application no later than December 31 of the calendar year of the certificate's expiration.

(b) All professional educator certificates and renewable Career/Technical Certificates continued shall be valid for five years unless all requirements based on rules in effect prior to July 1, 1997, were met prior to September 1, 1997, and the application submission date was by October 31, 1997.

(c) Professional educator certificates and renewable Career/Technical Certificates may be continued with verification of:

1. Three years of satisfactory educational experience and either 5 allowable Continuing Education Units (CEUs), which equate to 50 clock hours of professional development, or 3 semester/4 quarter hours of allowable credit; or

2. 5 allowable CEUs and 3 semester/4 quarter hours of allowable credit; or

3. 6 semester/9 quarter hours of allowable credit; or

4. Certification from the National Board for Professional Teaching Standards (NBPTS) earned during the validity period of the Alabama professional educator certificate currently held.

5. Special provision for some retired teachers. An individual who retired from a teaching or instructional support position in an Alabama public school system and who had at least 25 full years of satisfactory educational experience and a valid Alabama Professional Educator Certificate at the time of retirement may continue the Professional Educator Certificate by documenting at least 10 allowable CEUs in lieu of the options indicated in .04(1)(c)1-4, above.

6. The continuation of a Career/Technical Certificate endorsed in health science shall require verification of a valid license or certificate as a healthcare practitioner.

7. Type II or III certificates endorsed in technical education or health-science issued on the basis of rules in effect prior to July 1, 1997, may be continued but not reinstated. At the time of renewal these certificates shall be subject to the current valid periods and renewal requirements.

(d) For every year of employment as a superintendent during the validity period of the certificate to be renewed, individuals must also complete 50 clock hours of professional development yearly prior to September 1 beginning with the 1999-2000 scholastic year. Sixth-year level and doctoral credit earned in the area of administration from a regionally accredited senior institution may be used to meet this professional development requirement (3 semester/4 quarter hours will equate to 50 clock hours of professional development). Note: This shall meet the professional development requirement outlined in (c) above.

(e) All educational experience, CEUs, and credit hours applied toward the continuation of a certificate shall be completed during the valid period of the current certificate but no later than September 1 of the year of expiration of the certificate.

(f) Professional educator certificates and renewable Career/Technical Certificates shall not be continued prior to the calendar year of their expiration.

**(2) Reinstate**

(a) To reinstate a lapsed certificate is to validate it by meeting requirements on or after September 1 of the year of its expiration.

(b) All professional educator certificates reinstated on or after July 1, 1997, shall be valid for five years unless all requirements based on rules in effect prior to July 1, 1997, were met prior to September 1, 1997, and the application submission date was by October 31, 1997.

(c) Expired certificates may be reinstated, except those designated as not eligible for reinstatement in the current issue of the Department's Subject and Personnel Codes and those Career/Technical Certificates designated herein as certificates that cannot be reinstated:

1. With verification of 9 semester/14 quarter hours of allowable credit earned within five years prior to the beginning date of the reinstated certificate. A maximum of 5 allowable CEUs, which equate to 3 semester/4 quarter hours, may be applied to this requirement; or

2. If, within the ten years immediately preceding the submission date of the renewal application, the individual verifies having met the continuation requirements as previously listed for each of the two five-year periods.

3. Special provision for some retired teachers. An individual who retired from a teaching or instructional support position in an Alabama public school system and who had at least 25 full years of satisfactory educational experience and a valid Alabama Professional Educator Certificate at the time of retirement may reinstate the Professional Educator Certificate by documenting at least 15 allowable CEUs earned within five years prior to the beginning date of the reinstated Professional Educator Certificate in lieu of the option indicated in .04(2)(c)1, above.

4. The reinstatement of a Career/Technical Certificate endorsed in health science shall require verification of a valid license or certificate as a healthcare practitioner.

5. Type I, II, or III certificates endorsed in technical education or healthcare science and technology that lapse shall not be reinstated. In this case, individuals who are seeking current career/technical certification in technical education shall meet the requirements for Level 1, 2, 3, 4, or 5 certificates and individuals who are seeking current career/technical certification in health science shall meet the requirements for Level 1, 2, 3, 4, or 5 certificates endorsed in health science.

6. If the professional educator certificate has lapsed due to non-renewal for more than six months of the date of expiration, the individual must successfully complete the requirements of the Alabama Prospective Teacher Testing Program.

(3) Information regarding the renewal or reissuance of Alternative Certificates, Preliminary Certificates, ROTC Certificates, and Substitute Teacher's Licenses is contained in rule .03(1), Types of Certificates.

**(4) Allowable Credits**

(a) Semester or quarter hours of credit earned and applied toward renewal shall be:

1. Earned through regionally accredited senior institutions with state-approved teacher education programs, and shall be part of one of those programs;

2. Upper division or graduate level for renewal of bachelor's level professional certification, Type II or III certificates, the Level 3 Career/Technical Certificate endorsed in technical education and the Level 4 Career/Technical Certificate endorsed in technical education or health science; graduate level for renewal of master's or sixth-year level certification and the Level 5 Career/Technical Certificate endorsed in technical education or health science;

3. In teaching field coursework, professional education coursework, or coursework applicable toward meeting requirements for additional certification;

4. Earned prior to September 1 of the year for which the certificate's new valid period is to become effective; and

5. Limited to course credit in which a grade of C or above has been earned for bachelor's level professional certification, Type II or III certificates, the Level 3 Career/Technical Certificate endorsed in technical education and the Level 4 Career/Technical Certificate endorsed in technical education or health science and a grade of B or above has been earned for master's or sixth-year level certification and the Level 5 Career/Technical Certificate endorsed in technical education or health science.

(b) Continuing Education Units earned and applied toward renewal shall be:

1. Based on the individual's professional growth needs as identified through performance evaluations, if employed;

2. Related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals and evaluation of the activity;

3. Verified as prescribed on the Application for Alabama Certification; and

4. Earned no later than September 1 of the year for which the certificate's new valid period is to become effective.

5. For superintendents, this professional development must be planned, organized learning experiences designed to enhance the practice of administration for the purpose of improving public education. Verification must be submitted to the State Superintendent of Education on the State annual CEU report form no later than December 31 each year beginning December 31, 2000.

(5) All professional certificates previously designated as nonrenewable shall become renewable.

**Author:** Dr. Ed Richardson

**Statutory Authority:** Ala. Const. Amend. 284, Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

**History:** New 12-19-78, repealed 12-8-94, effective 12-31-96; new adopted 12-8-94, effective 1-1-97, repealed 11-14-96 and amended repealed date of original chapter to 6-30-97 new adopted 1-9-97 effective 7-1-97; amended: 6-14-99; effective 7-19-99, repealed and new adopted 06-13-02; emergency rule to repeal and adopt new filed on 6-13-02; new adopted 8-8-02, effective 9-12-02; emergency rule to repeal and adopt new filed on 10-10-02; new adopted 12-12-02, effective 1-16-03; amended 07-13-04 effective 08-17-04; emergency rule adopted 9-14-06, effective 9-14-06; amended 11-9-06, effective 12-14-06.

### **290-3-2-.05 Revocation and Suspension of Certificates and Unsuitability Determinations.**

#### **(1) Authority of the State Superintendent of Education**

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code §16-23-5 (1975).

2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action is resolved by that state.

3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action. The suspension or revocation shall expire upon reinstatement of the certificate or license by the other state.

4. Refuse to issue, suspend, or recall a certificate for just cause.

5. Revoke any certificate where there has been an alteration of the certificate by any certificate holder or by any other person or agency with intent to mislead or defraud. It shall be incumbent upon the certificate holder to establish evidence of the absence of intent to mislead or defraud.

(b) This rule shall also apply to individuals holding a Substitute Teacher's License.

(c) Each superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or nonrenewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action. Superintendents shall provide personnel records and all investigative information immediately upon request by the State Superintendent of Education. Superintendents shall not be required to report teachers who are nonrenewed without cause. Failure to comply may result in disciplinary action against the employing superintendent.

(d) The State Superintendent of Education shall determine whether the applicant satisfies the suitability criteria for public employment pursuant to Act No. 2002-457

**(2) Certification and Unsuitability Status Review Process**

(a) When notification is received for an individual who has been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation, a review of the individual's application, certification, and/or suitability status shall be conducted to determine whether or not to recommend a hearing.

(b) All reviews shall be thorough and concluded as expeditiously as possible. Information discovered in the course of the review not relevant to the question of certification or suitability for employment shall be disregarded. All documents shall be deemed investigatory documents and remain confidential during the course of the review.

(c) Upon completion of the review, a recommendation shall be made to the Superintendent and the process prescribed in rule .05(2) through (6) shall apply as appropriate.

**(3) Hearing Procedures**

(a) Notice of Proposed Action or Unsuitability. A proposed action against an individual's certificate or license or notice of unsuitability shall be initiated by service of a written notice of the proposed action or unsuitability, and shall contain a statement of:

1. The nature of the hearing including the individual's rights to challenge the proposal pursuant to the Alabama Administrative Procedures Act;
2. The legal authority and jurisdiction under which the hearing is to be held;
3. Reference to the particular sections of statutes and rules involved; and
4. The reasons for the proposed action. If the Department is unable to state the reasons in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application by the respondent, a more definite statement may be furnished.

(b) Service of Notice. The notice may be served by personal service or certified mail, return receipt requested.

(c) Request for Hearing. A respondent may request in writing a hearing to contest a proposed action.

1. The request shall be submitted to the Superintendent within 15 calendar days of the date of receipt of notice of the proposed action.

2. Failure to request a hearing within the above time frame shall constitute a waiver of the opportunity for a hearing and shall cause the matter to be submitted to the Superintendent for final action.

3. If a hearing is requested within the above time frame, the Superintendent may request the appointment of a hearing officer to conduct the hearing. If the respondent is a current public noncertified employee, the due process administrative hearing shall be conducted by an administrative law judge in accordance with the hearing procedures of the Alabama Administrative Procedures Act; and the administrative law judge shall hear the case, make findings of fact, and enter the final determination of suitability. Within a reasonable amount of time prior to the hearing, both parties shall exchange all documents to be introduced into evidence at the hearing.

- (d) Conduct of Hearing.
  - 1. A hearing officer shall have the authority to:
    - (i) Establish a date, time and place for the hearing;
    - (ii) Maintain order;
    - (iii) Make a record of the proceedings;
    - (iv) Establish reasonable time limits for the conduct of the proceedings;
    - (v) Rule on the admissibility of evidence;
    - (vi) Hold a prehearing conference, if necessary, to clarify the matters in dispute; establish the order of presentation; allow and establish time limits for the exchange of exhibits and names of witnesses; and
    - (vii) Enter an order on any other matter which would effect the conduct of the hearing.
  - 2. The hearing shall be open to the public.
  - 3. A respondent may be represented by counsel at his/her own expense.
- (e) Settlement. Informal dispositions may be made of any matter set for hearing by stipulation, agreed settlement, consent order or default or by another method agreed upon by the parties in writing.
  - (f) Pending final resolution of the hearing:
    - 1. The State Superintendent of Education may take no further action regarding the suitability determination;
    - 2. The suitability determination regarding the public certified employee, certified applicant for employment, or current public noncertified employee is stayed;
    - 3. The requesting local employing board is prohibited from taking any adverse action against the individual that pertains to the pending procedures of the State Department of Education.
  - (g) Record of Proceedings.
    - 1. The record of a hearing shall include:
      - (i) The notice of proposed action;
      - (ii) The request for a hearing;
      - (iii) All evidence received during the hearing;
      - (iv) A transcript of the proceedings;
      - (v) A statement of all matters officially noticed;
      - (vi) All questions and offers of proof, objections and rulings thereon;
      - (vii) The written recommendation of the hearing officer; and
      - (viii) The final order of the Superintendent (if the individual is certified or an applicant for certification); or
      - (ix) The final order by an administrative law judge (if the individual is a noncertified current employee).
    - 2. Oral proceedings shall be recorded either by mechanized means or by a qualified shorthand reporter. Oral proceedings shall be transcribed at the request of any party with the expense of transcription charged to the requesting party. The record of oral proceedings shall be maintained by the Department for five years from the date of entry of the final order of the Superintendent.
  - (h) Rules of Evidence. The rules of evidence as provided in Ala. Code §41-22-13 (1975) shall apply to all hearings conducted under these rules.
    - (i) Final Order:
      - 1. Upon completion of a hearing, the hearing officer shall prepare for and submit to the Superintendent a written recommendation with respect to the proposed action. The recommendation shall consist of a statement of facts found by the hearing officer and a recitation of the application of the facts found to the applicable statutes and regulations. The recommendation along with the record shall be submitted to the Superintendent within 30 days after the hearing is concluded. The 30-day period may be extended at the discretion of the hearing officer.

2. Based upon a review of the record of the hearing and the recommendation of the hearing officer, the Superintendent shall issue a final order within 30 days after the recommendation is received for individuals who are certified or who are applicants for certification.

(i) The 30-day period may be waived or extended with the consent of the parties.  
(ii) The final order may accept, reject, or modify the recommendation of the hearing officer for individuals who are certified or who are applicants for certification.

(iii) The decision of the administrative law judge for cases involving noncertified current employees is final and not subject to appeal.

(j) Upon final resolution the results of the hearing and any accompanying findings or order are sent to both the individual and the local employing superintendent.

**(4) Application for Rehearing.** Any party may, within 15 days after entry of the final order, file an application for rehearing pursuant to the provisions of Ala. Code §41-22-17 (1975).

**(5) Summary Proceeding.**

(a) If, after a reasonable and diligent effort, service of notice of a proposed action is not perfected, the Superintendent may make a summary disposition of the matters reflected in the notice of proposed action.

(b) The Superintendent may suspend a current teacher certificate, refuse to renew a teacher certificate, or refuse to issue a teacher certificate either indefinitely or until the expiration of the valid period of the teacher certificate, as the case may be, until such time as the whereabouts of the teacher becomes known. At such time, the Superintendent may serve the respondent with a notice of proposed action.

**(6) Judicial Review.** A teacher who has exhausted all administrative remedies available and who is aggrieved by a final order of the Superintendent may seek judicial review pursuant to the provisions of Ala. Code §§41-22-20 and 41-22-21 (1975).

**(7) Report of Final Dispositions.** Upon final order of the Superintendent to revoke, recall, suspend, or refuse to issue the teacher's certificate, the Department shall report the final disposition to the National Association of State Directors of Teacher Education and Certification Clearinghouse or its agent.

**Author:** Dr. Ed Richardson

**Statutory Authority:** Ala. Const. Amend. 284, Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

**History:** New 12-19-78, repealed 12-8-94, effective 12-31-96; new adopted 12-8-94, effective 1-1-97, repealed 11-14-96 and amended repealed date of original chapter to 6-30-97 new adopted 1-9-97 effective 7-1-97; amended: 6-14-99; effective 7-19-99, repealed and new adopted 06-13-02; emergency rule to appeal and adopt new filed on 6-13-02; new adopted 8-8-02, effective 9-12-02; emergency rule to appeal and adopt new filed on 10-10-02; new adopted 12-12-02, effective 1-16-03.

**290-3-2-.06 Glossary.**

**(1) Applicant.** An individual who submits or has submitted by or through a teacher education institution, a prospective employer, or an employer, an application or other request to the Alabama State Department of Education for any certification or license issued by the Teacher Education and Certification Office. An applicant shall further include an individual who is employed by a local board or any nonpublic school, to act in any capacity in which the applicant will have unsupervised access to children in an educational environment.

**(2) Area.** Any teaching or instructional support field.

**(3) Background Check.** Information received from the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI), resulting from a fingerprint review.

- (4) **Board.** The Alabama State Board of Education.
- (5) **Certification Official.** The individual serving as the certification officer of a senior college or university shall be designated as certification official.
- (6) **Child Abuse Crime.** As defined in Act 2002-457, any crime committed under the law of the state that involves the physical or mental injury, sexual abuse or exploitation, or maltreatment of a child. Conviction of this crime shall cause an applicant to be deemed unsuitable for employment (refer to suitability determination).
- (7) **Church-related/Parochial School.** Includes only such schools as offer instruction in Grades K-12, or any combination thereof including the kindergarten, elementary, or secondary level and are operated as a ministry of a local church, group of churches, denomination, and/or association of churches on a nonprofit basis which do not receive any state or federal funding. Refer to Ala. Code §16-28-1 (1975).
- (8) **Department.** The State of Alabama Department of Education, P. O. Box 302101, Montgomery, Alabama 36130-2101.
- (9) **Educational Experience.** Teaching experience and instructional support experience, include full-time educational work in: (a) any state or local public school, regionally accredited postsecondary school, educational agency, or educational association; (b) an accredited, state registered, state-approved, and/or church-related nonpublic school; and (c) rehabilitation facilities for P-12 students. Educational experience as an intern, graduate assistant, student teacher or in positions such as substitute teacher, aide, or clerical worker, shall not be considered appropriate. Experience which is not categorized as any of the above shall be considered on an individual basis.
- (10) **Initial Certificate.** The first Alabama certificate in any teaching field or area of instructional support. (Examples: A person who earns her first Alabama Class B certification in Elementary Education would have earned initial certification in Elementary Education. If that person earns Class A certification in Elementary Education, she would have earned an advanced certificate in Elementary Education. If a person with Class B certification in Elementary Education earns Class B certification in Mathematics, she would have earned initial certification in Mathematics. Similarly, if a person with Class B certification in Elementary Education earns Class A certification in Library-Media, she would have earned initial certification in Library-Media. The same examples are applicable to a teacher whose initial certificate is issued at the Class A level.)
- (11) **Levels of Professional Educator Certificates.**  
Sixth-year Program Level and above (Class AA)  
Master's Degree Level (Class A)  
Bachelor's Degree Level (Class B)
- (12) **Mentor.** A teacher or instructional support person employed by a local school system who has at least three years of successful teaching experience; has demonstrated effectiveness in the performance of his or her work; and is designated by the local superintendent to provide guidance, support, and assistance in the development and improvement of the professional skills and understanding to a beginning teacher or instructional support person.
- (13) **Nonpublic School.** Includes church-related/parochial schools, federally operated schools (Grades P-12), and schools that are not public which are accredited, state-approved and/or state registered. (See also Church-related/Parochial School.)
- (14) **Office.** Teacher Education and Certification Office of the State Department of Education.
- (15) **Preschool.** Any level prior to kindergarten.

**(16) Professional Development.** Educational experiences which are approved by the employing superintendent or headmaster and designed to result in the professional growth of educational personnel.

**(17) Proper Certification.** Proper certification is defined as having a valid certificate in the teaching field or instructional support area in which the person is assigned. The current issue of the Department's Subject and Personnel Codes, shall be used to determine proper certification.

**(18) Reasonable Suspicion.** Reasonable articulable grounds to believe that a crime has been committed by the individual.

**(19) Reciprocity.** Agreements between states which facilitate the certification of teachers and instructional support personnel.

**(20) Regional Accrediting Agency.** An organization which is recognized by the United States Secretary of Education, is listed in the Higher Education Directory under "Regional Institutional Accrediting Associations," and gives official approval to institutions within a particular area based on set standards.

**(21) Renewal.** The continuation or reinstatement of a certificate.

**(22) Required Test.** The Alabama Prospective Teacher Testing Program approved by the Board as a precondition for the certification of prospective teachers. The program consists of three basic skills assessments from the ACT WorkKey's System (Applied Mathematics assessment, Reading for Information assessment, and the Writing assessment) and the Educational Testing Service Praxis II subject-matter tests.

**(23) Revocation.** The process of taking adverse action against a certificate or license.

**(24) Scholastic Year.** Begins with the first day of July and ends with the thirtieth day of June each year. Refer to Ala. Code §16-1-1 (1975).

**(25) Senior Institution.** A college or university that offers at least the baccalaureate degree.

**(26) State-approved Program.** A teacher education program offered by any college or university that has been approved by that state's teacher education program approving agency. Alabama programs shall be designated as State-approved. Reference to any state other than Alabama shall be designated as state-approved.

**(27) Submission Date.** The date an application or any supporting document is received in the Office.

**(28) Superintendent.** The Alabama State Superintendent of Education shall be designated as the Superintendent. The Alabama local city or county superintendent shall be designated as superintendent.

**(29) Suitability Determination.** Determination issued by the Alabama State Superintendent of Education to nonpublic school headmasters or local employing superintendents in response to a background check indicating an applicant's or current employee's fitness for employment as prescribed in Act 2002-457.

**(30) Teaching Field.** Area(s) of concentration endorsed on a certificate.

**(31) Upper Division.** Coursework designated by an institution of higher education to be at the junior or senior level of baccalaureate study.

**(32) Valid Period.** The dates during which a certificate is in effect.

**Author:** Dr. Ed Richardson

**Statutory Authority:** Ala. Const. Amend. 284, Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

**History:** New 12-19-78, repealed 12-8-94, effective 12-31-96; new adopted 12-8-94, effective 1-1-97, repealed 11-14-96 and amended repealed date of original chapter to 6-30-97 new adopted 1-9-97 effective 7-1-97; amended: 6-14-99; effective 7-19-99; amended: 9-9-99; effective 10-14-99, repealed and new adopted 06-13-02; emergency rule to appeal and adopt new filed on 6-13-02; new adopted 8-8-02, effective 9-12-02; emergency rule to appeal and adopt new filed on 10-10-02; new adopted 12-12-02, effective 1-16-03; repealed and new adopted 09-11-03 effective 10-16-03; emergency amended rule adopted 4-14-05, effective 4-14-05; amended rule adopted 6-9-05, effective 7-14-05.

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**290-3-2-.07 Certification/Licensure Forms.**

**(1) Form ABC: Supplement ABC**

Completed for individuals seeking an Alternative Baccalaureate-Level Certificate.

**(2) Form ADM: Supplement ADM**

Completed when the State Superintendent of Education is considering an exception to allow the issuance of a Preliminary Certificate.

**(3) Form APP: Application for Alabama Certification**

Completed by individuals seeking the issuance or renewal of any Alabama certificate.

**(4) Form C/T: Supplement C/T**

Completed for individuals seeking a Level 1 Career/Technical Certificate in Technical Education or a Level 2 or 3 Career/Technical Certificate in Healthcare Science and Technology.

**(5) Form CER: Supplement CER (Verification of Out-of-State Certificates and Passing Scores on Subject Area Tests)**

Completed for individuals to verify certificates held in other states and passing scores on subject area tests required for issuance of those certificates.

**(6) Form CLA: Supplement CLA**

Completed by individuals seeking Alabama certification through one of the following: Speech and Language Impaired Approach, Nationally Certified School Psychologist Approach, or the National Board for Professional Teaching Standards Approach.

**(7) Form CON: Request for Change of Name and/or Address**

**(8) Form DUP: Duplicate Certificate Request**

**(9) Form EMG: Supplement EMG**

Completed for individuals seeking an Emergency Certificate.

**(10) Form EMP: Background Review Consent Form**

Completed by individuals submitting fingerprints for a criminal history background check.

**(11) Form EXP: Supplement EXP**

Completed for verification of educational experience in Alabama or any other state, and for verification of Continuing Education Units (CEUs) earned through Alabama school systems.

**(12) Form NAL: Supplement NAL (Recommendation for Certification Based on Completion of an Alabama State-Approved Program)**

**(13) Form OAL: Supplement OAL (Recommendation for Certification Based on Completion of an Approved Program at an Institution Outside of Alabama)**

**(14) Form PRE: Supplement PRE**

Completed for individuals seeking a Preliminary Certificate other than by Superintendent exception.

**(15) Form REL: Release Form for Fingerprint Processing**

**(16) Form RTC: Supplement RTC**

Completed for individuals to serve as ROTC instructors.

**(17) Form SAF: Supplement SAF**

Completed for individuals seeking a Special Alternative Certificate.

**(18) Form SUB: Application for a Substitute Teacher's License**