**Application Part 1 of 2 and Summary of Requirements**

**Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program**

This form must be printed and submitted along with Form KRP.
APPLICATION Part 1 of 2

The Educator Certification Section is unable to determine eligibility for Alabama certification until ALL of the components required below have been received. **Applications will not be assigned to a certification specialist for review until at least a completed Form KRP including the personal data barcode page, this Supplement PRK, Supplement KR1 from the college, the $30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., Supplement KR1) does not constitute making application for certification. Applicants must meet all Alabama certification requirements in effect on the date that the application is received in the Educator Certification Section of the Alabama State Department of Education (ALSDE). Since certification requirements are subject to change, applicants should review current requirements at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click Other Approaches => CACREP).

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file.

An application packet for the Class A (master’s degree level) School Counselor Professional Educator Certificate must include the items listed below (as applicable):

- Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Application Part 1 of 2 (Supplement PRK).
- Application Part 2 of 2 (Form KRP) including the personal data barcode page.
- A $30.00 nonrefundable application fee. The fee must be paid by cashier’s check or money order made payable to the Alabama State Department of Education or through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (a $4.00 transaction fee will be applied). **Neither personal checks nor cash will be accepted.** The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet. Each additional certificate for which an applicant is determined to be eligible will require a $30.00 nonrefundable fee for issuance.
- Background clearance based on a fingerprint review. Applicants for initial certification, additional certification, and certificate renewal who have not been cleared by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI. Instructions regarding the fingerprinting process through Gemalto Cogent may be obtained at [https://www.aps.gemalto.com/al/index_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm) or by calling (866) 989-9316 (toll free). Applicants may verify whether their ASBI and FBI criminal history background checks have been completed and whether they are suitable and fit to teach under state law at [http://tcert.alsde.edu/Portal/Public](http://tcert.alsde.edu/Portal/Public).
- Official transcripts of all degrees and credit earned. All degrees and credits must be verified on an official transcript(s) and submitted to the Educator Certification Section in a sealed envelope from the institution. The applicant’s current full name and Social Security number must accompany the transcript(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the following transcript services:
  - Credentials Solutions’ TranscriptNetwork™,
  - eSCRIP-SAFE, or
  - National Student Clearinghouse (Note: There are two methods that National Student Clearinghouse uses to submit transcripts electronically (1) Electronic Transcript Exchange and (2) Electronic PDF. **Electronic PDF transcripts will not be accepted by this Section.**)
- Official transcript verifying a bachelor’s degree; **AND**
- Official transcript verifying at least a master’s degree from a senior institution that was regionally accredited at the time the degree was conferred. **NOTE: For programs completed and/or applications received in the Educator Certification Section on October 1, 2018, and thereafter, a degree in school counseling will be required.**
- Supplement KR1 verifying at least a master’s degree level CACREP-accredited school counseling program at a regionally accredited senior institution was completed. Supplement KR1 should be forwarded to the dean of education or certification official at the senior institution where the CACREP-accredited school counseling program was completed. The completed Supplement KR1 is to be forwarded by the institution to the applicant in a sealed envelope and should not be opened prior to submission to the Educator Certification Section.
- A passing score on the National Counselor Examination for Licensure and Certification (NCE). **The Educator Certification Section cannot facilitate registration for the NCE.** An official score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The original report will be forwarded to the applicant after it has been entered to the file. A photocopy is NOT acceptable and will delay the certification process.

**Supplement PRK 11/2018**
□ Successful completion of the prescribed Praxis subject area test(s) of the Alabama Educator Certification Assessment Program (AECAP) is required. Test requirements will be individually prescribed by the Educator Certification Section when eligibility for certification has been determined. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section do so at their own risk.**

**TEST REQUIREMENTS**

**NOTE:** Praxis subject area test requirements (tests and/or scores) changed on September 1, 2018.
- Individuals whose applications are received in the Educator Certification Section on or after September 1, 2018, must meet the new testing requirements.
- Individuals who attempt tests on or after September 1, 2018, must meet the new testing requirements.

Information pertaining to these testing changes may be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (Click on *NEW Testing Policies*).

1. Information about the currently prescribed Praxis subject area test(s) of the AECAP for the CACREP Approach may be obtained at [www.ets.org/praxis/al](http://www.ets.org/praxis/al) (click *Other Certification Approaches: CACREP*) or by contacting staff in the Educator Assessment Section at 334-694-4594 or edassessment2@alsde.edu.

2. **ONLY Alabama-prescribed Praxis subject area tests and their minimum required scores that are in effect on the date the application is received in the Educator Certification Section of the ALSDE are accepted.**

3. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant’s complete social security number directly from the Educational Testing Service (ETS) to this Department, will be accepted.

4. ETS automatically forwards official Praxis score reports to this Department if the Alabama prescribed test is taken in Alabama and the applicant’s complete social security number is included. **For Alabama prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.**

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

6. The applicant’s failure to provide his/her complete and correct social security number to ETS will delay the certification process.

Applicants must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. **Certification requirements contained in this document are subject to change.**

**I have completed the following documents, and I am mailing them to the address below:**

- □ Supplement CIT, including supporting documentation
- □ Application Part 1 of 2 (Supplement PRK)
- □ Application Part 2 of 2 (Form KRP), including the personal data barcode page
- □ Money order, cashier’s check, or receipt verifying online payment of $30.00 application fee
- □ Required supporting documentation

______________________________  ________________________
Date                                    Signature of Applicant

All documentation must be mailed to the following address:

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