Application Part 1 of 2 and Summary of Requirements

The Degree Equivalent Career and Technical Certificate to a Professional Educator Certificate Approach

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

An individual seeking the Class B Secondary Professional Educator Certificate must hold a valid Alabama prerequisite Career and Technical Certificate in the same technical education program area. The acceptable prerequisite Career and Technical Certificates in a technical education program area are:

- Master’s Equivalent Technical Education 4; or
- Sixth -Year Equivalent Technical Education 5; or
- Specialty Area 4; or
- Specialty Area 5

An individual seeking the Class B Secondary Professional Educator Certificate must hold a valid Alabama prerequisite Career and Technical Certificate in Health Science. The acceptable prerequisite Career and Technical Certificates in health science are:

- Master’s Equivalent Health Science 3; or
- Sixth -Year Equivalent Health Science 4; or
- Specialty Area 4; or
- Specialty Area 5

APPLICATION PACKET CHECKLIST

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 PTC including the personal data barcode page, this Supplement PTC, the $30.00 nonrefundable application fee, and background clearance have been received. The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making application for the Class B Secondary Professional Educator Certificate. Applicants must meet all Alabama certification requirements in effect on the date 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 (click Career/Technical Certificates → Career and Technical Education to Professional Educator Certificate).

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 B Secondary Professional Educator Certificate through this approach must include the items listed below (as applicable):

- Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Submission of Application Part 1 of 2 (Supplement PTC).
- Submission of Application Part 2 of 2 (Supplement PTC) including the personal data barcode page.
- Submission of 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.alabamainteactive.org/education (a $4.00 transaction fee will be applied). Neither personal checks nor cash will be accepted. The cashier’s check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet. Each additional certificate for which an applicant is determined to be eligible will require a $30.00 nonrefundable fee for issuance.

- Background clearance based on a fingerprint review. Applicants for initial certification, additional certification, and certificate renewal who have not been cleared by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI. Instructions regarding the fingerprinting process through Gemalto Cogent may be obtained at https://www.aps.gemalto.com/al/index_adeNew.htm or by calling (866) 989-9316 (toll free). Applicants may verify whether their ASBI and FBI criminal history background checks have been completed and whether they are suitable and fit to teach under state law at http://tcert.alsde.edu/Portal/Public.
☐ Electronic submission by the testing company of the applicant’s successful completion of the requirements of the Alabama Educator Certification Assessment Program (AECAP) basic skills assessment and prescribed Praxis Principles of Learning and Teaching (PLT) test on test dates **prior to** the date the application is received in the Educator Certification Section:

☐ **Passing** scores on the ACT WorkKeys basic skills assessment in Applied Mathematics, Reading for Information, and Writing. **The final administration date for testing with the ACT WorkKeys basic skills assessment was July 8, 2017. Although this assessment is no longer offered, individuals who passed all three portions can use the results to satisfy the basic skills requirement; OR**

☐ **Passing** scores on the Praxis Core Academic Skills for Educators (Core) basic skills assessment in Mathematics, Reading, and Writing earned on test administration date(s) **prior to** the date the application is received in the Educator Certification Section. Information about the Core may be found at [www.ets.org/praxis/al](http://www.ets.org/praxis/al).

**Note:** Scores from the ACT WorkKeys basic skills assessment and the ETS Praxis Core basic skills assessment **cannot** be combined to meet the basic skills assessment requirement.

☐ A **current passing** score on the Alabama prescribed Praxis Principles of Learning and Teaching (PLT) test. Information about the PLT may be found at [www.ets.org/praxis/al](http://www.ets.org/praxis/al) (click **Other Certification Approaches** "Career and Technical Certificate to Professional Educator Certificate"). An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the PLT requirement.

☐ Submission of the official transcript of the applicant verifying credit earned, **prior to** the date the application is received in the Educator Certification Section, for coursework in **Strategies for Teaching Special Needs Students in Inclusive Settings**, with a grade of "C" or above, at an Alabama college or university with State-approved educator preparation programs.

All credits must be verified on official transcript(s) and submitted to the Educator Certification Section in a sealed envelope from the institution. The applicant’s current full name and social security number must accompany the transcript(s). Official transcripts may also be submitted securely to the Educator Certification Section through electronic transmission by only the following transcript services:

- Credentials Solutions’ TranscriptNetwork™, or
- eSCRIP-SAFE, or
- National Student Clearinghouse. (**Note:** There are two methods that National Student Clearinghouse uses to submit transcripts electronically (1) Electronic Transcript Exchange and (2) Electronic PDF. **Electronic PDF transcripts will not be accepted by this Section.**)

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**Supplement PTC 03/2019**  
**Page 3 of 6**
**REQUIREMENTS FOR TECHNICAL EDUCATION PROGRAM AREAS**

- The prerequisite valid Career and Technical Certificate must in the same technical education program area for which the Class B Secondary Professional Educator Certificate is sought. Issuance of the Class B Secondary Professional Educator Certificate in the following *technical education program area* (check appropriate box below) is requested:

<table>
<thead>
<tr>
<th>Grades 6-12</th>
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<tbody>
<tr>
<td>□ Technical Education: Advertising Design</td>
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<td>□ Technical Education: Animation</td>
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<td>□ Technical Education: Automotive Service</td>
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<td>□ Technical Education: Aviation Technology</td>
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<td>□ Technical Education: Cabinetmaking</td>
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<td>□ Technical Education: Carpentry</td>
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<td>□ Technical Education: Clean Energy</td>
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<td>□ Technical Education: Collision Repair</td>
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<td>□ Technical Education: Commercial Photography</td>
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<td>□ Technical Education: Computer Electronics</td>
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<td>□ Technical Education: Cosmetology</td>
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<td>□ Technical Education: Drafting Design Technology</td>
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<td>□ Technical Education: Diesel Technology</td>
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<td>□ Technical Education: Drafting Design Technology</td>
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<td>□ Technical Education: Electronics Technology</td>
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<td>□ Technical Education: Emergency and Fire Management Services</td>
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<td>□ Technical Education: Engineering</td>
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<td>□ Technical Education: Engineering - PLTW</td>
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<tr>
<td>□ Technical Education: Global Logistics &amp; Supply Chain Management</td>
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</table>

- **Submission of a photocopy of the applicant’s valid Alabama prerequisite Career and Technical Certificate in the same technical education program area** for which the Class B Secondary Professional Educator Certificate is sought. Acceptable prerequisite Career and Technical Certificates in a technical education program area are:
  - Master’s Equivalent Technical Education 4; or
  - Sixth-Year Equivalent Technical Education 5; or
  - Specialty Area 4; or
  - Specialty Area 5

- **Submission of a photocopy of the applicant’s passing score on the Alabama State Board of Education approved occupational proficiency assessment (test score, license, or credential) in the technical education program area** for which the Class B Secondary Professional Educator Certificate is sought. The occupational proficiency assessment must be met prior to application submission. The Office of Career and Technical Education of the Alabama State Department of Education (ALSDE) will verify that a passing score on the appropriate State Department of Education approved occupational proficiency assessment has been attained. For information on the approved occupational proficiency assessments, contact the Office of Career and Technical Education of the ALSDE at (334) 694-4876.
Submission of official transcript(s) of the applicant indicating a bachelor’s or higher degree, with an academic major in the technical education program area for which the Class B Secondary Professional Educator Certificate is sought, from a senior institution that was regionally accredited at the time the degree was earned. The Office of Career and Technical Education of the Department must approve the academic major. The degree with an academic major in the technical education program area must have been earned prior to the date the application is received in the Educator Certification Section. A bachelor’s degree with an academic major in the technical education program area posted with a minimum overall grade point average (GPA) of at least 2.75 on a 4.0 scale or a master’s or higher degree with an academic major in the technical education program area posted with a minimum overall GPA of at least 3.0 on a 4.0 scale from a regionally accredited senior institution will be required for this approach. The overall GPA must be the GPA that was used as the basis for granting the degree and must be posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement. Official transcripts of all credits and degrees earned must be submitted.

Submission of Supplement EXP, submitted by the school system(s)/non-public school(s) where the applicant was employed, verifying the applicant’s two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience within grades 6-12 in the technical education program area reflected on the valid acceptable Career and Technical Certificate and for which the Class B Secondary Professional Educator Certificate is sought.
- The experience requirement must be met prior to application submission.
- The applicant must request the school system/non-public school where he/she was employed to complete and submit to the Educator Certification Section a Supplement(s) EXP verifying appropriate experience.

REQUIREMENTS FOR HEALTH SCIENCE

Submission of a photocopy of the applicant’s valid Alabama prerequisite Career and Technical Certificate in Health Science. Acceptable prerequisite Career and Technical Certificates in health science are:
- Master’s Equivalent Health Science 3; or
- Sixth-Year Equivalent Health Science 4; or
- Specialty Area 4; or
- Specialty Area 5

Submission of a photocopy or screenshot of the applicant’s active Alabama license in a registered nursing, paramedical, or an approved allied health specialty. The active license must be held prior to application submission. For information on the approved Alabama licenses, contact the Office of Career and Technical Education of the ALSDE at (334) 694-4876.

Submission of official transcript(s) of the applicant indicating a bachelor’s or higher degree, with an academic major in a healthcare or related area, from a senior institution that was regionally accredited at the time the degree was earned. The Office of Career and Technical Education of the Department must approve the academic major. The degree with an academic major in a healthcare or related area must have been earned prior to the date the application is received in the Educator Certification Section. A bachelor’s degree with an academic major in a healthcare or related area posted with a minimum overall GPA of at least 2.75 on a 4.0 scale or a master’s or higher degree with an academic major in a healthcare or related area posted with a minimum overall GPA of at least 3.0 on a 4.0 scale from a regionally accredited senior institution. The overall GPA must be the GPA that was used as the basis for granting the degree and must be posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement. Official transcripts of all credits and degrees earned must be submitted.

Submission of Supplement EXP, submitted by the school system(s)/non-public school(s) where the applicant was employed, verifying the applicant’s two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience within grades 6-12 in the program area of health science.
- The experience requirement must be met prior to application submission.
- The applicant must request the school system/non-public school where he/she was employed to complete and submit to the Educator Certification Section a Supplement(s) EXP verifying appropriate experience.
The applicant’s credentials will be forwarded to the Office of Career and Technical Education of the Department for review. Issuance of the certificate requires approval by that Office.

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

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

- □ Supplement CIT, including supporting documentation
- □ Application Part 1 of 2 (Supplement PTC)
- □ Application Part 2 of 2 (Form CTP), 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