

**Alabama State Department of Education**  
*Educator Certification Section*

5215 Gordon Persons Building  
Post Office Box 302101  
Montgomery, AL 36130-2101

Telephone: (334) 694-4557  
[www.alsde.edu/EdCert](http://www.alsde.edu/EdCert)

Name \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_



**Application *Part 1 of 2***  
*and*  
**Summary of Requirements**  
**The Foreign Credentials Approach**

**This form must be printed and submitted along with Form APF.**

Alabama State Department of Education

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: [pss@alsde.edu](mailto:pss@alsde.edu).

### GENERAL INFORMATION

An applicant whose degree was earned at a college or university in another country that is not a United States (U.S.) Territory and is seeking Alabama certification must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the Alabama State Department of Education (*approved evaluation agencies are listed on page three*). The evaluation must be submitted with the application for certification and must include **all** of the following:

1. An accurate course-by-course and credit hour-by-credit hour translation of the coursework completed.
2. A statement that at the time the degree was earned the college or university did or did not hold accreditation equivalent to that granted by a regional accrediting agency in the United States.
3. A statement that the degree earned was or was not equivalent to a bachelor's or higher degree conferred by a regionally accredited senior institution in the United States.
4. A statement indicating that the program completed was or was not equivalent to an educator preparation program in the United States. If the program was equivalent to an educator preparation program, the specific teaching field must be identified. If the program was not equivalent to an educator preparation program, the major(s) of the program must be identified.
5. A statement indicating the overall grade point average (GPA) on a 4.0 point scale. The overall GPA must be the GPA that was used as the basis for granting the degree.

### Approaches to Alabama Certification for Applicants Who Hold Degrees From Colleges and Universities in Other Countries That Are Not U.S. Territories

1. An applicant who has completed an educator preparation program in a teaching field and has earned a degree at a college or university in another country that is not a U.S. Territory, may apply for Alabama professional educator certification through the Foreign Credentials Approach as directed on this Supplement FPA, *The Foreign Credentials Approach*. The degree must be equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States. If Alabama issues a certificate in a teaching field that is comparable to the educator preparation program completed, the appropriate Professional Educator Certificate may be issued after requirements have been met.
2. An applicant who has earned a degree at a college or university in another country that is not a U.S. Territory, and that degree is equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States, **and** also holds a valid professional educator certificate issued by another state, the District of Columbia, a U.S. Territory, or the Department of Defense Education Activity (DoDEA) may apply for Alabama professional educator certification through the Certificate Reciprocity Approach. Information regarding this approach may be found on Supplement HTO, *Application for Alabama Certification Based on a Valid Professional Educator Certificate issued by Another State*, at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click *Out of State Certificates*). The evaluation prepared by a foreign credential evaluation agency approved by the Alabama State Department of Education must be submitted with the application.
3. An applicant who **has not** completed an educator preparation program, but has earned a degree at a college or university in another country that is not a U.S. Territory, and that degree is equivalent to at least a bachelor's degree from a regionally accredited senior institution in the United States may pursue Alabama certification through the approaches below. Each approach requires that the evaluation prepared by a foreign credential evaluation agency approved by the Alabama State Department of Education be submitted with the application.
  - Completion of a State-approved educator preparation program at an Alabama college or university. Application for Alabama professional educator certification is made in conjunction with the Alabama college or university upon completion of the program. Information regarding State-approved programs in Alabama may be found at [www.alsde.edu/sec/ep](http://www.alsde.edu/sec/ep) (click *AL Educator Prep Programs*  $\Rightarrow$  *Approved Programs by Program*).
  - Completion of an alternative or provisional certification approach through an Alabama local school system or nonpublic/private school. Application for an alternative or provisional certificate is made in conjunction with an Alabama local school system or nonpublic/private school. Application for Alabama professional educator certification is made by the applicant upon completion of the approach. Information regarding alternative certification may be found at [www.alsde.edu/EdCert](http://www.alsde.edu/EdCert) (click *Provisional Certificates*).
4. An applicant whose bachelor's degree was earned at a college or university in another country that was not a U.S. Territory and at the time the degree was earned the college or university did **not** have accreditation equivalent to that granted by a regional accrediting agency in the United States, must earn a bachelor's or higher degree from a regionally accredited senior institution in the United States. Certification may be pursued through completion of one of the two approaches outlined in item three on page 2 of 5.

**AGENCIES PROVIDING EVALUATION SERVICES**

The Alabama State Department of Education does not interpret foreign credentials, but relies on certain agencies to provide an analysis of the applicant's records to assist in correctly interpreting those records. The applicant must forward records to the agency which will produce an analysis of the credentials for a fee. The agencies that are approved for certification purposes in Alabama are:

<p><b>Center for Applied Research, Evaluation and Education, Inc.</b> International Evaluation Service Post Office Box 18358 Anaheim, California 92817 (714) 237-9272 Fax: (714) 237-9279 <a href="http://www.iescaree.com">www.iescaree.com</a></p>	<p><b>Educational Credential Evaluators, Inc.</b> Post Office Box 514070 Milwaukee, Wisconsin 53203 (414) 289-3400 <a href="http://www.ece.org">www.ece.org</a></p>	<p><b>International Consultants of Delaware</b> 3600 Market Street, Suite 450 Philadelphia, Pennsylvania 19104-2651 (215) 243-5858 <a href="http://www.icdeval.com">www.icdeval.com</a></p>
<p><b>International Education Evaluations, Inc.</b> 7900 Matthews-Mint Hill Road Suite 300 Charlotte, North Carolina 28227 (704) 772-0109 <a href="http://www.foreigntranscripts.com">www.foreigntranscripts.com</a></p>	<p><b>International Education Research Foundation, Inc.</b> <i>(formerly Credentials Evaluation Services)</i> Post Office Box 3665 Culver City, California 90231-3566 (310) 258-9451 Fax: (310) 342-7086 <a href="http://www.ierf.com">www.ierf.com</a></p>	<p><b>Josef Silny and Associates, Inc.</b> International Education Consultants 7101 Southwest 102 Avenue Miami, FL 33173 (305) 273-1616 Fax: (305) 273-1338 <a href="http://www.jsilny.com">www.jsilny.com</a></p>
<p><b>World Education Services</b> Post Office Box 5087 Bowling Green Station New York, New York 10274-5087 (212) 966-6311 Fax: (212) 739-6100 Toll free: 1-800-937-3895 <a href="http://www.wes.org">www.wes.org</a></p>		

**TEST INFORMATION**

Successful completion of the Alabama prescribed basic skills assessments, Praxis subject area test(s), and Praxis Principles of Learning and Teaching test(s) of the Alabama Educator Certification Assessment Program (AECAP) are required. Required tests will be individually prescribed by the Educator Certification Section only after the application has been received, reviewed and eligibility for certification has been determined. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section of the ALSDE do so at their own risk.**

Information about the Alabama prescribed basic skills assessments, Praxis subject area test(s), and Praxis Principles of Learning and Teaching (PLT) test(s) of the Alabama Educator Certification Assessment Program (AECAP) may be found at [www.ets.org/praxis/al](http://www.ets.org/praxis/al) (click *Other Certification Approaches* ⇨ *Foreign Credentials Approach*) or by contacting the Educator Assessment Section at [edassessment@alsde.edu](mailto:edassessment@alsde.edu). **Please note that the Educator Assessment Section does not advise applicants of the specific test(s) which must be passed. The Educator Assessment Section will assist an applicant only after the applicant has received a letter of eligibility from the Educator Certification Section.**

Test requirements will be individually prescribed by the Educator Certification Section only after the application has been received, reviewed and 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.**

**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 APF including the personal data barcode page, this Supplement FPA, the \$30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents ONLY (e.g., evaluation of foreign credentials) 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. 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* ⇨ *Foreign Credentials*).

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file. An application packet for Alabama certification must include the items listed below (*as applicable*):

- Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Application Part 1 of 2 (Supplement FPA).
- Application Part 2 of 2 (Form APF) **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 are required to be fingerprinted for a criminal history background check through the ASBI and FBI.
  1. Applicants living **in** Alabama are to complete the background clearance process at a designated fingerprint site in Alabama. 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).
  2. Applicants living **outside\*** of Alabama who are not able to report to a designated fingerprint site in Alabama are to:
    - a. Go to the Gemalto Cogent Web site at [https://www.aps.gemalto.com/al/index\\_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm) to register online **AND**
    - b. Request two fingerprint cards by contacting the Educator Certification Section at (334) 694-4557 or e-mail [edcert@alsde.edu](mailto:edcert@alsde.edu) (*a full name and mailing address must be included*) **AND**
    - c. Once the fingerprint cards are received, the applicant must **contact a local law enforcement agency outside of Alabama to be fingerprinted** on the cards received from this Section. After being fingerprinted, the applicant must send one completed fingerprint card to the following address: Gemalto Cogent / ALSDE Cards Scan / 639 North Rosemead Boulevard / Pasadena, CA 91107. The applicant should keep the second completed fingerprint card in case a reprint notice is received from Gemalto Cogent.

\*It is recommended that applicants living in a country other than the United States, wait until present in the United States to complete the fingerprinting process.

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>.

- The original complete evaluation prepared by a foreign credential evaluation agency approved by the Alabama State Department of Education. **The original complete evaluation will be returned to the applicant after it has been processed for the file.**

**Required tests will be individually prescribed by the Educator Certification Section only after the application has been received, reviewed and eligibility for certification has been determined.** Successful completion of the Alabama prescribed basic skills assessments, Praxis subject area test(s), and Praxis Principles of Learning and Teaching test(s) of the Alabama Educator Certification Assessment Program (AECAP) are required. **Individuals who choose to test prior to receiving a letter of eligibility from the Educator Certification Section of the ALSDE do so at their own risk.**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

- Supplement CIT, including supporting documentation
- Application Part 1 of 2 (Supplement FPA)
- Application Part 2 of 2 (Form APF), including the personal data barcode page
- Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee
- Foreign credential evaluation

\_\_\_\_\_  
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  
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