

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

Name _____

SSN _____ - _____ - _____

E-mail _____

Phone _____



Application *Part 1 of 2*
and
Summary of Requirements

Certificate Renewal (Continuation**) of Professional Educator Certificates**

To continue a certificate is to update the certificate without allowing it to lapse.

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

*These requirements are **not** applicable to continue certificates in the areas of:*

Educational Administrator, Superintendent, Principal (any grade level), Supervisor (general or specific subject area and/or grade level), Superintendent-Principal, Career and Technical Administrator, or Instructional Leader

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.

GENERAL INFORMATION

As a professional educator certified by the Alabama State Department of Education (ALSDE), it is the educator's responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate.

Requirements to continue a certificate must be completed during the certificate's valid period and by the date of expiration reflected on the certificate. **Certificates are not continued prior to the calendar year of their expiration.**

The application to continue a certificate must be received in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate's expiration or mailed to the Educator Certification Section with a postmarked date of no later than June 30 of the calendar year of the certificate's expiration date.**

For renewal requirements of Professional Leadership Certificates and/or Professional Educator Certificates in *Areas of Administration and/or Supervision* or renewable *Career and Technical Type, Level, Specialty Area and Degree Equivalent Certificates*, see the appropriate application at www.alsde.edu/EdCert (click *Certificate Renewal*).

Individuals employed with an Alabama public school system should contact their Human Resource Office to determine eligibility for the ALSDE's Online Renewal process.

CERTIFICATE RENEWAL COMPONENTS (CONTINUATION)

Allowable Credit (coursework)

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution.
2. Allowable credit must be earned in one of the following:
 - a. A State/state-approved P-12 educator preparation program in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - b. A State/state-approved P-12 educator preparation program in a different teaching field or area of instructional support of the certificate(s) held; **OR**
 - c. An academic content course in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

Note: For options 2.a. or 2.b., if credit is earned at a **non-Alabama** regionally accredited senior institution, Supplement RCR **must be submitted** to verify that the coursework is part of a state-approved P-12 educator preparation program.

Note: For options 2.a. or 2.b., if credit is earned at an **Alabama** regionally accredited senior institution, Supplement RCR **may be requested** if the Educator Certification Section is unable to verify that the coursework is part of a State-approved P-12 educator preparation program.

Supplement RCR may be found at www.alsde.edu/EdCert (click *Certificate Renewal* ⇨ *Professional Educator*).

3. Allowable credit must meet one of the following criteria:
 - a. For continuation of a Class B Professional Educator Certificate the course(s) must be junior, senior, or graduate level and a grade of "C" or above must be earned in each course.
 - b. For continuation of a Class A or Class AA Professional Educator Certificate the course(s) must be graduate level courses (for which graduate credit must be earned) and a grade of "B" or above must be earned in each course.
4. Allowable credit used for certificate continuation 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™, 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.)
5. Credit that was applied for issuance of a certificate cannot be applied toward its renewal.
6. Clock hours of allowable professional development are not equivalent to college course credit.

Allowable Clock Hours of Professional Development

The Educator Certification Section reserves the right to request additional information regarding the professional development submitted. In addition, the Educator Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom or area of instructional support.

1. Clock hours of allowable professional development submitted for renewal shall be:
 - a. Consistent with the Alabama Standards for Professional Development found at www.alsde.edu/EdCert (click *Certificate Renewal* ⇒ *Professional Educator*) and based on the individual's professional growth needs as identified through performance evaluations, if employed; or 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;
 - b. Verified on Supplement VPD, OR Supplement EXP, OR on a Chalkable Professional Development (Chalkable PD) training history report for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion.
 - c. Professional development activities **must** include the specific title, date, and number of clock hours. *Example: Communicating with Parents; January 12, 2017; 1.5 clock hours.* **Activities with generic titles such as "faculty meetings," "grade-level meetings," "teacher in-service," "institute," "clinic," "data meetings," "professional development," etc., are not specific titles of professional development activities. If titles such as these are used, a detailed explanation of each activity must be included.**
2. The following activities are only accepted if verified by the employer as allowable professional development (see **Professional Educational Work Experience** below for allowable employers). For certificate continuation, no more than 10 clock hours of each of the following activities may be counted as allowable professional development:
 - a. Travel
 - b. Journals/publications
 - c. Auditing of courses
 - d. Presentations
 - e. Supervising of student interns
 - f. Book study
3. College course credit is not equivalent to clock hours of professional development.

Professional Educational Work Experience

1. Professional educational work experience is **full-time** educational employment in:
 - a. A state or local public school (grades P-12);
 - b. A church-related/parochial school (grades P-12);
 - c. Alabama State Department of Education sponsored initiatives (e.g., Alabama Math, Science, and Technology Initiative-AMSTI);
 - d. A State Department of Education;
 - e. A professional education association;
 - f. A college or university that was regionally accredited when the experience was earned;
 - g. An Alabama nonpublic/private school (grades P-12);
 - h. An Alabama charter school (grades P-12);
 - i. A nonpublic/private school or charter school (grades P-12) outside of Alabama that was regionally accredited or approved by the State Department of Education where the school was geographically located when the experience was earned. The school **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the experience was earned, with Supplement EXP or Supplement VPD;
 - j. A federally operated grades P-12 school (e.g., Department of Defense Education Activity, Bureau of Indian Affairs, etc.);
 - k. A Head Start Program under the legal jurisdiction of a public school system when the experience was earned;
OR
 - l. A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the experience was earned.
2. Professional educational work experience must be verified on Supplement EXP.
3. Experience as a graduate assistant, intern, student teacher, auxiliary teacher, member of a board of education, or in positions such as aide, clerical worker, or substitute teacher will **not** be considered. Professional educational work experience while employed in increments of less than one semester (4.5 months) or less than 20 hours per week will **not** be calculated toward full-time experience.

National Board for Professional Teaching Standards (NBPTS) Certification

The NBPTS certificate must have been **initially** issued during the valid period of the certificate(s). A renewed NBPTS certificate will not meet a continuation requirement. The NBPTS certificate must be verified by submission of a screenshot from the NBPTS Web site www.nbpts.org verifying the valid certificate.

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 RPC including the personal data barcode page, this Supplement RP1, the \$30.00 nonrefundable application fee, and background clearance have been received.** The submission of supporting documents **ONLY** (e.g., Supplement EXP) does **not** constitute making application for certificate continuation. Applicants must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section of the ALSDE. Since certification requirements are subject to change, applicants may review current requirements at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).

The application to continue a certificate **must be received** in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate's expiration or mailed to the Educator Certification Section with a postmarked date of no later than June 30 of the calendar year of the certificate's expiration date.**

Incomplete forms will delay the review of the application packet. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.** Additional documentation may be requested upon review of the file. An application packet for certificate continuation 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 RP1).
- Application Part 2 of 2 (Form RPC) **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 (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 <https://tcert.alsde.edu/Portal>.

In addition to the items above, one of the following continuation options must be met during the certificate's valid period, and by the date of expiration reflected on the certificate:

1. 3 full years of full-time professional educational work experience **and** 50 clock hours of allowable professional development.
 - Submission of Supplement EXP verifying **3 full years** of full-time professional educational work experience. Supplement EXP can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).
 - Submission of Supplement EXP, Supplement VPD, Chalkable PD training history report, and/or certificates of completion verifying **50 clock hours** of allowable professional development. Supplement VPD can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).

2. 3 full years of full-time professional educational work experience **and** 3 semester hours of allowable credit.
 - Submission of Supplement EXP verifying **3 full years** of full-time professional educational work experience. Supplement EXP can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).
 - Submission of an official transcript verifying **3 semester hours** of allowable credit.
 - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program. Supplement RCR can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).
3. 3 semester hours of allowable credit **and** 50 clock hours of allowable professional development.
 - Submission of an official transcript verifying **3 semester hours** of allowable credit.
 - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program. Supplement RCR can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).
 - Submission of Supplement VPD, Supplement EXP, Chalkable PD training history report, and/or certificates of completion verifying **50 clock hours** of allowable professional development. Supplement VPD and Supplement EXP can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).
4. 6 semester hours of allowable credit.
 - Submission of an official transcript verifying **6 semester hours** of allowable credit.
 - If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program. Supplement RCR can be found at www.alsde.edu/EdCert (click *Certificate Renewal* ☞ *Professional Educator*).
5. **Initial issuance** of National Board for Professional Teaching Standards (NBPTS) certification.
 - Submission of a screenshot from the NBPTS Web site www.nbpts.org verifying the valid certificate. The NBPTS certificate must have been **initially** issued during the valid period of the certificate(s). A renewed NBPTS certificate will not meet the requirement.
6. 100 clock hours of allowable professional development.

This option must be met using allowable clock hours of professional development and verified as listed below. A combination of the two submission methods below may be used.

- Submission of Chalkable PD training history report and/or Supplement VPD and/or Supplement EXP verifying **clock hours** of allowable professional development. This professional development **MUST** be verified by one of the following entities:
 - A state or local public school (grades P-12);
 - A church-related/parochial school (grades P-12);
 - Alabama State Department of Education sponsored initiatives (e.g., Alabama Math, Science, and Technology Initiative-AMSTI);
 - A State Department of Education;
 - A professional education association;
 - A college or university that was regionally accredited when the professional development was earned;
 - An Alabama nonpublic/private school (grades P-12);
 - An Alabama charter school (grades P-12);
 - A nonpublic/private school or charter school (grades P-12) outside of Alabama that was regionally accredited or approved by the State Department of Education where the school was geographically located when the professional development was earned. The school **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the professional development was earned, with Supplement VPD or Supplement EXP;
 - A federally operated grades P-12 school (e.g., Department of Defense Education Activity, Bureau of Indian Affairs, etc.);
 - A Head Start Program under the legal jurisdiction of a public school system when the professional development was earned; **OR**
 - A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the professional development was earned.

AND/OR

- Submission of Chalkable PD training history report and/or Supplement VPD and/or Supplement EXP and/or certificates of completion verifying **clock hours** of allowable professional development completed through the following providers **ONLY. NO exceptions will be made regarding these providers.**
- eLearning for Educators-Alabama;
 - Alabama Regional Inservice Centers;
 - Alabama State Department of Education sponsored initiatives (e.g., AMSTI);
 - State Departments of Education;
 - Alabama Department of Early Childhood Education (e.g., Office of School Readiness);
 - Professional education associations (e.g., Council for Leaders in Alabama Schools / State Affiliates of the National Education Association / American Federation of Teachers);
 - Professional content area associations (e.g., National Council of Teachers of Mathematics);
 - Alabama Public Television (APT);
 - Regionally accredited college or university; **OR**
 - Continuing education courses completed at a regionally accredited college or university.

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

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

- Supplement CIT, including supporting documentation**
- Application Part 1 of 2 (Supplement RP1)**
- Application Part 2 of 2 (Form RPC), including the personal data barcode page**
- Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee**
- Required supporting documentation (based upon the continuation option used)**

Date

Signature of Applicant

All documentation must be mailed to the following address:

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