

The First Interim Employment Certificate (IEC) for the 2020-2021 Scholastic Year

Application *Part 1 of 2* and Summary of Requirements

The application process for the First Interim Employment Certificate **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and an Alabama college/university.**

This form must be printed and submitted along with Form IE1.



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

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GENERAL INFORMATION

This application is to be completed for individuals seeking a first Interim Employment Certificate (IEC) and **submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE). Individuals must be unconditionally admitted and currently enrolled in an Alabama State-approved educator preparation program or CACREP-accredited School Counseling program.

RECOMMENDATION

To be completed by the employing county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the first IEC in the area of:

Grades Level(s)	Teaching Field or Instructional Support Area

AUTHORIZATION and RESPONSIBILITIES

My local board of education is willing to participate in the IEC Approach and has authorized me to employ the individual for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand that the IEC will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the IEC Approach.

I have checked the current *Subject and Personnel Codes* on the [Departmental Website](http://www.aslsde.edu) at www.aslsde.edu and the ALSDE Identity Management (AIM) Portal to ensure the applicant is properly certified for each period/block of the day. I understand the applicant must be employed and, if the IEC is the only valid certificate held, his/her assignments must be in the specific teaching field and grade level or in the specific instructional support area of the IEC I am requesting. (If found to be needed, the applicant may be assigned for no more than one period/block of the day in any course for which proper certification is listed in the current Subject and Personnel Codes as "Any Interim Employment Certificate" OR "Any Certificate.")

I understand it is solely the responsibility of the college or university to which the individual is enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda. I also understand issuance of an IEC does not guarantee issuance of a Professional Certificate if all admission, program, and testing requirements were not met.

I understand the IEC Approach allows up to three IECs to be issued and that all three IECs (*if eligible*) must be held during a four consecutive scholastic year time period.

I understand that failure to appropriately assign the applicant may result in the applicant no longer being eligible to hold an Interim Employment Certificate.

I understand that failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

I understand the IEC in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses which now have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP).

I understand that IECs issued in **any area of special education, excluding gifted**, require I provide, and the applicant must participate in, high-quality professional development that is sustained, intensive, and classroom focused **and** a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. I understand issuance of the subsequent certificate will require that I have documentation the applicant was provided and participated in both while holding the IEC. I understand that if requested by the ALSDE, I must provide this documentation to the Educator Certification Section of the ALSDE.

I am verifying that a photocopy of this form, reflecting signatures, has been given to the applicant and that I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA/Nonpublic/Private School Representative's Initials: _____

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Mailing Address

Telephone Number

Date

City

State

ZIP Code

APPLICATION PACKET CHECKLIST FOR THE FIRST IEC

Required for issuance of the **first** IEC. If all requirements are met, the IEC will be valid from the date issued through June 30th of the same scholastic year. ***Boxes are to be checked, as applicable.***

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|--------------------------|--|
| <input type="checkbox"/> | Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States. |
| <input type="checkbox"/> | Submission of Application Part 2 of 2 (Form IE1) including the personal data barcode page. |
| <input type="checkbox"/> | Submission of Application Part 1 of 2 (Supplement IEI) by the employing county/city superintendent or nonpublic/private school administrator. |
| <input type="checkbox"/> | A \$30.00 nonrefundable application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$30.00 nonrefundable fee for issuance. Neither personal checks nor cash will be accepted. |

- 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).
- The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Background clearance based on a fingerprint review. |
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- Applicants may verify whether their Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (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>.
- Applicants for initial certification, additional certification, and certificate renewal **who have not been cleared** by both the ASBI and 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 fingerprint 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).

- | | |
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| <input type="checkbox"/> | Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and grade level or only in the instructional support area of the requested IEC based on the current <i>Subject and Personnel Codes</i> . The applicant may be assigned to no more than one period/block of the day in any course for which proper certification is listed in the current <i>Subject and Personnel Codes</i> as "Any Interim Employment Certificate" OR "Any Certificate." |
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| <input type="checkbox"/> | A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience. |
|--------------------------|--|

Alabama Alternative Class A State-approved educator preparation programs for Teaching Fields	
<input type="checkbox"/>	Teaching Field _____ <i>(alternative Class A)</i> <i>(Specific teaching field)</i>
<input type="checkbox"/>	English for Speakers of Other Languages <i>(alternative Class A)</i> or
<input type="checkbox"/>	Special Education <i>(alternative Class A)</i>
<input type="checkbox"/>	<u>Submission of</u> Supplement SA1 verifying the applicant's unconditional admission to an Alabama Alternative Class A State-approved educator preparation program prior to the date the application for the first IEC is received in the Educator Certification Section. Submit ALL items provided by the Alabama college/university.
<input type="checkbox"/>	<u>Submission of</u> the official transcript(s) of the applicant of all degrees and credits earned.
<input type="checkbox"/>	If the IEC is to be issued in any area of special education, excluding gifted , this LEA or nonpublic/private school will provide the applicant with high quality professional development that is sustained, intensive, and classroom focused and intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program.

Alabama Traditional Class A State-approved educator preparation programs for Instructional Support Areas and Special Education	
<input type="checkbox"/>	English for Speakers of Other Languages <i>(traditional Class A)</i> or
<input type="checkbox"/>	Instructional Leadership or
<input type="checkbox"/>	Library Media or
<input type="checkbox"/>	Reading Specialist or
<input type="checkbox"/>	School Counseling <i>(traditional Class A)</i> or
<input type="checkbox"/>	Special Education <i>(traditional Class A or Class AA)</i>
<input type="checkbox"/>	<u>Submission of</u> Supplement SA1 verifying the applicant's unconditional admission to an Alabama Class A (or Class AA special education) State-approved educator preparation prior to the date the application for the first IEC is received in the Educator Certification Section. Submit ALL items provided by the Alabama college/university.
<input type="checkbox"/>	<u>Submission of</u> the official transcript(s) of the applicant of all degrees and credits earned.
<input type="checkbox"/>	If the IEC is to be issued in any area of Special Education, excluding gifted , this LEA or nonpublic/private school will provide the applicant with high quality professional development that is sustained, intensive, and classroom focused and intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program.

Alabama Council for Accreditation of Counseling and Related Educational Programs – CACREP	
<input type="checkbox"/>	School Counseling (CACREP)
<input type="checkbox"/>	<u>Submission of</u> Supplement SA1 verifying the applicant's unconditional admission to a CACREP-accredited School Counseling program at an Alabama institution prior to the date the application for the first IEC is received in the Educator Certification Section. Submit ALL items provided by the Alabama college/university.
<input type="checkbox"/>	<u>Submission of</u> the official transcript(s) of the applicant of all degrees and credits earned.

REQUIREMENTS FOR THE SECOND IEC

Second IEC: If the first IEC was held during the **2020-2021** scholastic year, the requirements for issuance of the **second** IEC, valid during the 2021-2022, 2022-2023, or 2023-2024 scholastic year are:

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. **Second** IEC: Submission of the official transcript of the applicant verifying credits earned for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program which was the basis for issuance of the first IEC. The credits must have been earned **prior to** the date the application for the second IEC is received in the Educator Certification Section.
4. Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and grade level or only in the instructional support area of the requested IEC based on the *Subject and Personnel Codes*. **The applicant may be assigned to no more than one period/block of the day in any course for which proper certification is listed in the *Subject and Personnel Codes* as “Any Interim Employment Certificate” OR “Any Certificate.”**
5. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.
6. **If the IEC is to be issued in any area of special education, excluding gifted, this LEA or nonpublic/private school has documentation** that the applicant participated in high-quality professional development that was sustained, intensive, and classroom focused **and** participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the first IEC in any area of special education, excluding gifted.

REQUIREMENTS FOR THE THIRD IEC

Third IEC: If the first IEC was held during the **2020-2021** scholastic year and the second IEC was held during the **2021-2022** or **2022-2023** scholastic year, the requirements for issuance of the **third** IEC, valid during the 2022-2023 or 2023-2024 scholastic year are:

1. Submission of the application by the employing county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. **Third** IEC: Submission of the official transcript of the applicant verifying credits earned for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program which was the basis for issuance of the first IEC. The credits must have been earned **prior to** the date the application for the third IEC is received in the Educator Certification Section.
4. Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and grade level or only in the instructional support area of the requested IEC based on the *Subject and Personnel Codes*. **The applicant may be assigned to no more than one period/block of the day in any course for which proper certification is listed in the *Subject and Personnel Codes* as “Any Interim Employment Certificate” OR “Any Certificate.”**
5. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has at least three full years of full-time professional educational work experience.
6. **If the IEC is to be issued in any area of special education, excluding gifted, this LEA or nonpublic/private school has documentation** that the applicant participated in high-quality professional development that was sustained, intensive, and classroom focused **and** participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the first and second IEC in any area of special education, excluding gifted.

IMPORTANT INFORMATION**As an applicant through the IEC Approach to certification, I understand:**

- I must earn credit for at least **three courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the second IEC (*if eligible*) is received in the Educator Certification Section.
- I must earn credit for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the third IEC (*if eligible*) is received in the Educator Certification Section.
- All IECs (*up to three, if eligible*) must be held during a four consecutive scholastic year time period.
- If my IECs are in school counseling through the CACREP-accredited School Counseling program option, **prior to completion of that program** I must attain a passing score on the National Counseling Examination for Licensure and Certification (NCE) for issuance of my Professional Educator Certificate in school counseling through the CACREP approach (see Supplement PRK, *Application for Alabama Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program*).
- I must complete all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to be recommended for the Professional Educator Certificate or Professional Leadership Certificate by the Alabama college or university.
- I, in conjunction with the Alabama college or university, must make application for the Professional Educator Certificate or Professional Leadership Certificate upon completion of all requirements of the State-approved educator preparation program or CACREP-accredited School Counseling program.
- If my IEC is in any area of special education, excluding gifted, I must participate in high-quality professional development that is sustained, intensive, and classroom focused **and** participate in a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding each IEC.
- If I have held three IECs and have not completed all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program for the Professional Educator Certificate or Professional Leadership Certificate in the area and the grade level of the three IECs, I shall no longer be eligible for employment under an IEC or any alternative certificate approach.
- I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim, Preliminary, Transitional, Conditional, or any certificate combination thereof.
- **Applicant's Initials** _____ I must meet all requirements of the Alabama Educator Certification Assessment Program in effect on the date my application for the Professional Educator Certificate or the Professional Leadership Certificate is received in the Educator Certification Section. I must consult with the Certification Officer at the Alabama college or university where I am enrolled for additional information on the testing requirements, I must meet for issuance of my Professional Educator Certificate or Professional Leadership Certificate.
- **Applicant's Initials** _____ I understand it is solely the responsibility of the college or university to which I am currently enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda. I also understand issuance of an IEC does not guarantee issuance of a Professional Certificate if all admission, program, and testing requirements were not met.

LIMITATIONS ON ISSUANCE TO BE COMPLETED BY THE APPLICANT

Applicant must initial A. or B. below, as applicable.

An individual who has been employed in Alabama while holding an alternative or provisional-approach certificate(s) and has not been issued a professional educator certificate by Alabama in the area for which the alternative or provisional-approach certificate(s) was/were issued may not be eligible to begin the Interim Employment Certificate Approach and may not be eligible for any other alternative or provisional-approach certificate. If an individual began an alternative or provisional certificate approach **during or prior to the 2010-2011** scholastic year (that is, ten or more years ago), and did not complete the approach, the individual may begin an alternative approach again under current requirements. **This option is NOT applicable to any area of special education including gifted.**

A. _____ I attest I have never been employed in Alabama while holding an alternative or provisional-approach certificate.

B. _____ I attest I have been employed in Alabama while holding an alternative or provisional-approach certificate.

APPLICATION SUBMISSION and ATTESTATIONS

I understand the Educator Certification Section is unable to determine eligibility for a IEC until all required application components have been received and reviewed. Additional information may be requested upon review of the file.

I understand the submission of supporting documents **ONLY** (e.g., official transcripts) does not constitute making application for certification. Incomplete forms will delay the review of the file.

I understand that **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

I understand I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. Since certification requirements are subject to change, current requirements may be viewed at [Interim Employment Certificate](#) or www.alsde.edu/Edcert (click Provisional Certificates).

I understand I must **thoroughly read** all requirements of this approach.

I understand what is required to obtain the subsequent Interim Employment Certificates and I have received a photocopy of this form, reflecting signatures.

I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____ Signature of Applicant _____