Work Based Learning Coordinator Certificate Approach

Additional Alabama Certification Based on a Valid Alabama Professional Educator Certificate in a Career and Technical Education Teaching Field, Bachelor’s Equivalent 2 or higher Career and Technical Certificate, or a Professional Leadership Certificate, and Credit Earned in an Approved Work Based Learning Coordinator Preparation Course

Application *Part 1 of 2 and Summary of Requirements*

This form must be printed and submitted along with Form WBL.
<table>
<thead>
<tr>
<th><strong>GENERAL INFORMATION</strong></th>
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<tbody>
<tr>
<td>1. Individuals who hold a <strong>valid</strong> Alabama Professional Educator Certificate in a career and technical education teaching field, or at least a <strong>valid</strong> Bachelor’s Equivalent 2 Career and Technical Certificate, or a <strong>valid</strong> Alabama Professional Leadership Certificate, must verify credit earned for an approved work based learning coordinator preparation course at an Alabama or non-Alabama regionally accredited senior institution. The course must have been earned within the five years (60 months) prior to receipt of the application in the Educator Certification Section.</td>
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<tr>
<td>2. Individuals who do not hold a <strong>valid</strong> Professional Educator Certificate in a Career and Technical Education Teaching Field or at least a <strong>valid</strong> Bachelor’s Equivalent 2 Career and Technical Certificate but do hold a <strong>valid</strong> Alabama Professional Leadership Certificate must verify either two full scholastic years of full-time classroom teaching in a career and technical education teaching field, in grades 6-12, or two years (18 months) of full-time experience serving as a Career and Technical Education Administrator. <strong>Experience requirements must be met prior to application submission.</strong></td>
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<td>4. The following are career and technical education teaching fields: agriscience education, business administration, business education, business/marketing education, marketing education, career technologies, computer science, family and consumer sciences education, health science, technical education, and technical education in a specific program area (e.g., technical education: cosmetology). If the individual’s Professional Educator Certificate is not in one of these teaching fields, this approach is not an option.</td>
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<tr>
<td>5. The certificate issued through this approach will be a Class B (bachelor’s degree level) certificate.</td>
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<tr>
<td>6. <strong>The coursework requirement must be met prior to application submission.</strong> If this requirement is not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet the requirements in effect on the date the application is received in the Educator Certification Section.</td>
</tr>
</tbody>
</table>
APPLICATION REQUIREMENTS and CHECKLIST

APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.

An application packet for Alabama certification must include the items listed below:

- Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Application Part 1 of 2 (Supplement WBL).
- Application Part 2 of 2 (Form LBW) including the personal data barcode page.
- 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](http://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.

- Background clearance based on a fingerprint review.

  - 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](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 are available through Gemalto Cogent 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.

- Prerequisite Certificate.
  - A valid Alabama Professional Educator Certificate in a Career and Technical Education Teaching Field, or
  - At least a valid Bachelor’s Equivalent 2 Career and Technical Certificate, or
  - A valid Alabama Professional Leadership Certificate.

- Official transcript verifying credit earned, with a grade of “C” or above, for an approved work based learning coordinator preparation course (e.g., Functions of the Coordinator, Principles of Coordination, or equivalent) at an Alabama or non-Alabama regionally accredited senior institution. The coursework must be completed within the five years (60 months) prior to the receipt of the application in the Educator Certification Section.

- I earned credit for the following approved work based learning coordinator preparation course:

<table>
<thead>
<tr>
<th>Name of Institution Where Credit Earned</th>
<th>Term Credit Earned (e.g., Spring 2018)</th>
<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Hours Earned</th>
</tr>
</thead>
</table>

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.)**
Supplement EXP (ONLY required if the individual does not hold a valid Alabama Professional Educator Certificate in a Career and Technical Education Teaching Field or at least a valid Bachelor’s Equivalent 2 Career and Technical Certificate but does hold a valid Alabama Professional Leadership Certificate).

Supplement EXP, submitted by the school system(s)/non-public school(s), where the applicant was employed, verifying two full scholastic years (partial years are not acceptable) of full-time classroom teaching experience in a career and technical education teaching field in Grades 6-12 or two years (18 months) of full-time experience serving as a Career and Technical Education Administrator.

- 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.

### APPLICATION SUBMISSION and ATTESTATIONS

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

I understand that 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 [Work Based Learning Coordinator](https://www.aselearning.com/).

I understand that I must **thoroughly read** all requirements of this approach (Supplement WBL 06/2020).

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

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

Date ______________________________  Signature of Applicant ______________________________________

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

**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