

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

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[www.alsde.edu/EdCert](http://www.alsde.edu/EdCert)



## **Summary of Requirements, Procedures, and Application Packet Checklist**

### **The Alabama State-Approved Educator Preparation Program Approach**

Alabama State Department of Education

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## **GENERAL INFORMATION**

Application for the Professional Educator Certificate or Professional Leadership Certificate is made by the applicant, **in conjunction with the Alabama college/university**, upon completion of all requirements of the State-approved educator preparation program.

## **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 NAL including the personal data barcode page, Supplement NA1 (completed by the Alabama college/university), 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 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).

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*):

- Form NAL Application for Alabama Certification Through the Educator Preparation Program Approach **including** the personal data barcode page.
- Supplement NA1 Recommendation for Certification by the Alabama College/University along with supporting documentation (official transcripts, State Board of Education approved checklist(s), verification of experience on Supplement EXP, etc.) to support the recommendation for certification.
- 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 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](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 check has been completed and whether they are suitable and fit to teach under state law at <http://tcert.alsde.edu/Portal/Public>.

## **TEST REQUIREMENTS**

Applicants for certification through the Alabama State-Approved Educator Preparation Program Approach must meet all requirements of the Alabama Educator Certification Assessment Program (AECAP) in effect on the date the application is received in the Educator Certification Section. The AECAP consists of basic skills assessments, Praxis subject assessments, and beginning in the fall of 2018, a performance assessment. The applicant should consult with the Certification Officer of the school/college/division of education at the Alabama college/university where the State-approved educator preparation program is being completed or was completed for information on the specific testing requirements which she/he must meet.

Information about the AECAP may also be found on the Alabama State Department of Education web site [www.alsde.edu](http://www.alsde.edu) (click *Department Offices: Office of Teaching and Leading: Educator Assessment*) or by contacting the Educator Assessment Section at (334) 694-4594 or [edassessment2@alsde.edu](mailto:edassessment2@alsde.edu).

1. **ONLY Alabama currently prescribed Praxis tests are accepted.**
2. Only official Praxis score reports, submitted with the applicant's complete social security number directly from the Educational Testing Service (ETS) via electronic submission to this Department, will be accepted.

### **TEST REQUIREMENTS (Continued)**

3. ETS automatically forwards official Praxis score reports to this Department if the Alabama prescribed test is taken in Alabama and the applicant's complete social security number is included. For Alabama prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.
4. Praxis tests that are not prescribed for use in Alabama will not be reported to this Department by ETS.
5. The applicant's failure to provide his/her complete and correct social security number to ETS will delay the certification process.
6. **DO NOT SEND PAPER TEST SCORE REPORTS.**

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