

APPLICATION FOR ALABAMA CERTIFICATION INSTRUCTIONS

IMPORTANT INFORMATION:

To obtain certification in Alabama, you must complete the online application. Certification application packets are not submitted to the Alabama State Department of Education (ALSDE) until your degree is posted (upon graduation) and all required documents are received by Teacher Education Services.

Applicants must meet all Alabama certification requirements, which may include AECAP testing requirements, in effect on the date that the application is received in the ALSDE Educator Certification Section. The School of Education does not certify teachers. The sole authority to certify teachers rests with the appropriate state agency. The School of Education will recommend a student that has successfully completed an approved program **within five years of program completion**. Recommendation after five years may require completion of the current program in place at the time of the request. ([Summary of Requirements, Procedures, and Application Packet Checklist](#))

Return completed application packet by mail or hand-deliver to the following address. Do **NOT** send application packet to ALSDE.

**Jacksonville State University
Teacher Education Services
207 Ramona Wood Hall
700 Pelham Road, North
Jacksonville, AL 36265**

- _____ 1. [APPLICATION FOR ALABAMA CERTIFICATION \(Form NAL\)](#) must be completed online.
 - a. Select "Continue to Application."
 - b. Select "System/College": 518-0000 Jacksonville State University.
 - c. Complete all required sections.
 - d. Choose "Print Preview" to review your application and **PRINT THE DOCUMENT**.
 - e. Sign and date at the bottom of the barcode page using **black ink**.
 - f. Write your JSU ID number in the bottom right corner on the bar-coded page.

- _____ 2. [CERTIFICATION APPLICATION FEE](#) (This is not the same as your [JSU Application for Graduation/Degree](#) & degree fee.)
 - a. Online payment may be made through the [ALSDE Educator Certification Online Payment System](#). **Attach a copy of your receipt if payment is made in this manner.**
 - OR-
 - b. Attach a \$30.00 nonrefundable cashier's check or money order made payable to the Alabama State Department of Education. Dual certification requires \$60.00. Neither personal checks nor cash will be accepted.

- _____ 3. [OFFICIAL TRANSCRIPT](#)
 - a. One paper copy of your official transcript must be sent to Teacher Education Services. Faxed or electronic copies will **NOT** be accepted. Transcript charges apply.
 - b. Processing Options: If you are graduating, select "Hold until current semester degree is posted." If already graduated, select "Send immediately."

- _____ 4. [DECLARATION OF CITIZENSHIP OR NATIONAL STATUS OF APPLICANT FOR EDUCATOR CERTIFICATION \(Form CIT\)](#)
 - a. Download and complete form using **black ink**.
 - b. Attach a legible photocopy (front and back) of acceptable documentation (see Form CIT for list).
 - c. **PRINT THE DOCUMENTS.**

_____ [Verification of Teaching Experience \(Supplement Form EXP\)](#) is required for certification in the following areas: Reading Specialist, Teacher Leader, Library Media, Instructional Leadership, School Counseling, and Sport Management. Supplement Form EXP is completed by your superintendent or headmaster.

QUESTIONS? Call 256-782-5504 or email kamurray@jsu.edu