



Application for the Professional Educator Certificate following the Conditional Certificate Approach (*Alabama Teachers of Tomorrow*) 2023-2024 Scholastic Year

FORM PFC

This Form PFC must be submitted by authorized personnel with the Alabama Teachers of Tomorrow.

<u>PERSONAL DATA</u>					
<i>Legal name as it appears on government issued identification.</i>					
Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix
Street/Apt./P.O. Box/Route and Box			City	State	ZIP Code
Email Address		Cell Number		Work Telephone	
Social Security Number		ALSDE ID		Date of Birth (mm-dd-yyyy)	
<u>FOR STATISTICAL PURPOSES ONLY</u>					
Ethnic Origin (Choose one)		Gender (Choose one)		Race (Choose one or more, regardless of Ethnicity)	
<input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<input type="checkbox"/> (01) White <input type="checkbox"/> (02) Black or African American <input type="checkbox"/> (04) American Indian or Alaska Native <input type="checkbox"/> (05) Asian <input type="checkbox"/> (08) Native Hawaiian or Other Pacific Islander	
<u>PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION</u>					
Check "yes" or "no" for each question below. "YES" responses require an attached explanation and any additional supporting documentation (e.g. court certified copies of judgment, conviction, and sentencing).					
READ CAREFULLY					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had any adverse action (e.g. warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency other than the Alabama State Department of Education ?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency other than the Alabama State Department of Education ?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever resigned from a position rather than face disciplinary action?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you the subject of a pending investigation involving a criminal act?					
<u>RECORD OF EDUCATION</u>					
Degree and Major	Name of College/University	Location	Dates Attended Beginning MM/YY	Dates Attended End MM/YY	

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, *Prevention and Support Office*, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu

ALABAMA TEACHERS of TOMORROW RECOMMENDATION

This application is to be completed for individuals seeking the Class B (bachelor's degree) Professional Educator Certificate following the successful completion of the Alabama Teachers of Tomorrow Program and the Conditional Certificate Approach. This application and supporting documents must be **submitted by authorized personnel with the Alabama Teachers of Tomorrow** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

A complete application packet must be received in the Educator Certification Section by **October 1st or postmarked no later than October 1st of the scholastic year during which the Conditional Certificate expires.**

I verify that Module 4 was completed during the applicant's full year of full-time teaching experience while holding the Conditional Certificate in a Teaching Field (CCTF) **AND**

I recommend this applicant for the Class B (bachelor's degree level) Professional Educator Certificate in the same area and at the same grade level(s) of the CCTF held.

Signature of Authorized Personnel

Typed or Printed Name

Date

APPLICATION PACKET

Completion of this approach leads to a Class B (bachelor's degree level) Professional Educator Certificate.

Application Forms

- Submission of Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.
- Submission of this application **Form PFC**.

Nonrefundable Application Fee

- A \$38.00 **nonrefundable** application fee. **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, (a 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

- Background clearance is based on a fingerprint review.
 - For applicants seeking **initial certification, additional certification, or certificate renewal** to teach in Alabama, your criminal history background checks must have been completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). You can check the status of your background checks and confirm whether you meet the state's suitability requirements for teaching at <https://tcert.alsde.edu/Portal>.
 - For Applicants who **have not** been cleared by both agencies through the Educator Certification Section of the Alabama State Department of Education (ALSDE), you will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at <https://www.alabamaachievers.org/teacher-center/teacher-certification/>. If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu.
 - Applicants may verify receipt of their criminal history results at the ALSDE by visiting <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>. If your results are not located, or you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.

Teachers of Tomorrow Requirements

- Submission of the Alabama Teachers of Tomorrow Letter of Completion.
- Submission of the applicant's Alabama Teachers of Tomorrow official transcript verifying satisfactory completion of all program requirement modules.

Teaching Experience

- Submission of Supplement EXP, completed by the employing local education agency (LEA), verifying the applicant's full year of full-time teaching experience while holding the CCTF.
- The **full-time assignment** must have been in the specific teaching field and at the grade level for which the CCTF was proper certification.
 - **The full year of teaching experience must have occurred while completing Module 4.**
 - The experience requirement must be met **prior to** application submission.
 - The Supplement EXP must be completed by the employing LEA and forwarded to authorized personnel with Alabama Teachers of Tomorrow to be submitted with this application packet.

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.

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

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 obtained at <https://www.alabamaachieves.org/> (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *ALTERNATIVE CERTIFICATES – Professional Following a Conditional Certificate in a Teaching Field*).

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

I understand I must **thoroughly read** all requirements of this approach (Form PFC).

I understand all requirements for issuance of the Professional Educator Certificate must be received in the Educator Certification Section by or **must be postmarked no later than October 1 of the calendar year** for which the CCTF expires.

I understand all requirements for issuance of the Professional Educator Certificate must be met prior to the date this application is received in the Educator Certification Section of the ALSDE.

I understand the Professional Educator Certificate will be issued at the **bachelor's degree level**, in the same teaching field and grade levels for which the CCTF was issued.

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