

Certificate Renewal (Continuation) of Professional Educator Certificates
To continue a certificate is to update the certificate without allowing it to lapse.

Application and Summary of Requirements

*These requirements are **not** applicable to continue certificates in the areas of:
Educational Administrator, Superintendent, Principal (any grade level), Supervisor (general or specific subject area and/or grade level), Superintendent-Principal, Career and Technical Administrator, or Instructional Leader.*



Alabama State Department of Education
Educator Certification Section

**5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101**

Telephone: (334) 694-4557

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, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: pss@alsde.edu

TYPE OR USE BLACK INK WHEN COMPLETING THIS FORM.**PERSONAL DATA** (To be completed by the applicant. ***REQUIRED FIELDS**):

| | | | | | |
|--|--------|---|--------|---|-----------|
| Title (e.g., Mr.) | *First | *Middle | Maiden | *Last | Suffix |
| | | | | | |
| *Street/Apt./P.O. Box/Route and Box | | | *City | *State | *ZIP Code |
| | | | | | |
| *Cell Telephone | | Home Telephone | | Work Telephone | |
| () | | () | | () | |
| *Social Security Number | | ALSDE ID | | *Date of Birth (mm-dd-yyyy) | |
| | | | | | |
| *E-mail Address | | | | | |
| | | | | | |
| FOR STATISTICAL PURPOSES ONLY | | | | | |
| Gender (choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male | | Ethnic Origin (choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino | | Race (choose one or more, regardless of Ethnicity) <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 | |

SPOUSE OF OR ACTIVE-DUTY MILITARY PERSONNEL

(Per Alabama Act No. 2012-533). This section is to be completed for spouses of active-duty military personnel or active-duty military personnel who would like to request an expedited review of the certification application packet.

Yes No I am married to and living with an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders

OR

Yes No I am an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders.

I understand that this request to review my file on an expedited basis does not exclude me from meeting ANY Alabama teacher certification requirements, including testing.

PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION

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 (*REQUIRED FIELDS)

Yes 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?**

Yes 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?**

Yes No * Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?

Yes No * Have you ever resigned from a position rather than face disciplinary action?

Yes 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?

Yes No * Are you the subject of a pending investigation involving a criminal act?

Name: _____

SSN: _____-_____-_____

RECORD OF EDUCATION

| Name of College/University | Location | Dates Attended | Degree and Major |
|----------------------------|----------|----------------|------------------|
| | | | |
| | | | |
| | | | |

EDUCATIONAL EXPERIENCE

(Do not include student teaching, substitute, or teacher aide experience. If none, enter none. List recent experience first.)

| Dates | | Name and Location of School/School System | Grade(s) And Subject(s) Taught Or Instructional Support Positions (e.g., counselor, principal) Held |
|-------------------|----------------|---|---|
| Beginning (MM/YY) | Ending (MM/YY) | | |
| | | | |
| | | | |
| | | | |

APPLICATION REQUIREMENTS and CHECKLIST

An application packet for continuation of an Alabama Professional Educator Certificate must include the items listed below:

Supplement CIT with supporting documentation verifying United States citizenship or lawful presence in the United States.

Form RPC.

A \$30.00 **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, 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.

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>.
- 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 or by calling (866) 989-9316.

CONTINUATION OPTIONS

Documentation verifying **one** of the following continuation options was met during the certificate's valid period:

Option 1: 3 full years of full-time professional educational work experience and 50 clock hours of allowable professional development.

- Submission of Supplement EXP verifying **3 full years** of full-time professional educational work experience.
- If applicable, submission of Supplement EXP, Supplement VPD, and/or certificates of completion verifying **50 clock hours** of allowable professional development.
- I have checked my PowerSchool Professional Learning account and all my allowable clock hours of professional development can be verified by the Educator Certification Section in my account. If I have any questions regarding my PowerSchool Professional Learning account I will contact the PowerSchool Specialist at pladmin@alsde.edu.

OR

Option 2: 3 full years of full-time professional educational work experience and 3 semester hours of allowable credit.

- Submission of Supplement EXP verifying **3 full years** of full-time professional educational work experience.
- Submission of an official transcript verifying **3 semester hours** of allowable credit.
- If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.

OR

Option 3: 3 semester hours of allowable credit and 50 clock hours of allowable professional development.

- Submission of an official transcript verifying **3 semester hours** of allowable credit.
- If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.
- If applicable, submission of Supplement VPD, Supplement EXP, and/or certificates of completion verifying **50 clock hours** of allowable professional development.
- I have checked my PowerSchool Professional Learning account and all my allowable clock hours of professional development can be verified by the Educator Certification Section in my account. If I have any questions regarding my PowerSchool Professional Learning account I will contact the PowerSchool Specialist at pladmin@alsde.edu.

OR

Option 4: 6 semester hours of allowable credit.

- Submission of an official transcript verifying **6 semester hours** of allowable credit.
- If applicable, submission of Supplement RCR verifying that the credit completed is part of a State/state-approved P-12 educator preparation program.

OR

Option 5: Initial issuance or renewal of National Board for Professional Teaching Standards (NBPTS) certification.

- Check the NBPTS Website www.nbpts.org to verify my initially issued or renewed certificate. The NBPTS certificate must have been **initially issued or renewed** during the valid period of the certificate(s).

OR

Option 6: 100 clock hours of allowable professional development.

This option must be met using allowable clock hours of professional development and verified as listed below. A combination of the two submission methods below may be used.

- Submission of Supplement VPD and/or Supplement EXP verifying **clock hours** of allowable professional development. This professional development **MUST** be verified by one of the entities listed below.
- A state or local public school (grades P-12);
 - A church-related/parochial school (grades P-12);
 - Alabama State Department of Education sponsored initiatives (e.g., AMSTI);
 - A State Department of Education;
 - A professional education association;
 - A college or university that was regionally accredited when the professional development was earned;
 - An Alabama nonpublic/private school (grades P-12).
 - An Alabama charter school (grades P-12).
 - A nonpublic/private school or charter school (grades P-12) outside of Alabama that was regionally accredited or approved by the State Department of Education where the school was geographically located when the professional development was earned. The school **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the professional development was earned, with Supplement VPD or Supplement EXP;
 - A federally operated grades P-12 school (e.g., Department of Defense Education Activity);
 - A Head Start Program under the legal jurisdiction of a public school system when the professional development was earned, **OR**
 - A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the professional development was earned.
- I have checked my PowerSchool Professional Learning account and all my allowable clock hours of professional development can be verified by the Educator Certification Section in my account. If I have any questions regarding my PowerSchool Professional Learning account I will contact the PowerSchool Specialist at pladmin@alsde.edu.

AND/OR

- Submission of Supplement VPD and/or Supplement EXP and/or certificates of completion verifying **clock hours** of allowable professional development completed through the following providers **ONLY. NO exceptions will be made regarding these providers.**
- eLearning for Educators-Alabama;
 - Alabama Regional Inservice Centers;
 - Alabama State Department of Education sponsored initiatives (e.g., AMSTI);
 - State Departments of Education;
 - Alabama Department of Early Childhood Education (e.g., Office of School Readiness);
 - Professional education associations (e.g., Council for Leaders in Alabama Schools / State Affiliates of the National Education Association / American Federation of Teachers);
 - Professional content area associations (e.g., National Council of Teachers of Mathematics);
 - Alabama Public Television (APT);
 - Regionally accredited college or university; **OR**
 - Continuing education courses completed at a regionally accredited college or university
- I have checked my PowerSchool Professional Learning account and all my allowable clock hours of professional development can be verified by the Educator Certification Section in my account. If I have any questions regarding my PowerSchool Professional Learning account I will contact the PowerSchool Specialist at pladmin@alsde.edu.

GENERAL INFORMATION

As a professional educator certified by the Alabama State Department of Education (ALSDE), it is the educator's responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate.

All Requirements to continue a certificate must be completed during the certificate's valid period and by the date of expiration reflected on the certificate. **Certificates are not continued prior to the calendar year of their expiration.**

The application to continue a certificate must be received in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate's expiration or mailed to the Educator Certification Section with a postmarked date of no later than June 30 of the calendar year of the certificate's expiration date.**

Meeting requirements to continue a Professional Educator Certificate in an area *other than* administration and/or supervision or a renewable Career and Technical Certificate **will not** meet requirements to continue a Professional Leadership Certificate and/or Professional Educator Certificate *in an area of administration and/or supervision.*

The ALSDE adopted a new technology platform to document professional development. Chalkable Professional Development has been replaced with PowerSchool Professional Learning. Questions regarding the PowerSchool Professional Learning platform should be addressed to the PowerSchool Specialist at pladmin@alsde.edu.

Supplements EXP, RCR, and VPD may be found at www.alabamaachieves.org (click *Teachers & Administrators* ☞ *Teacher Center* ☞ *Teacher Certification* ☞ *Miscellaneous Documents*).

For renewal requirements of Professional Leadership Certificates and/or Professional Educator Certificates in *Areas of Administration and/or Supervision* or renewable *Career and Technical Type, Level, Specialty Area and Degree Equivalent Certificates*, see the appropriate application at www.alabamaachieves.org (click *Teachers & Administrators* ☞ *Teacher Center* ☞ *Teacher Certification* ☞ *Certificate Renewal*).

PROFESSIONAL EDUCATIONAL WORK EXPERIENCE

1. Professional educational work experience is **full-time** educational employment in:
 - a. A state or local public school (grades P-12);
 - b. A church-related/parochial school (grades P-12);
 - c. Alabama State Department of Education sponsored initiatives (e.g., Alabama Math, Science, and Technology Initiative-AMSTI);
 - d. A State Department of Education;
 - e. A professional education association;
 - f. A college or university that was regionally accredited when the experience was earned;
 - g. An Alabama nonpublic/private school (grades P-12);
 - h. An Alabama charter school (grades P-12);
 - i. A nonpublic/private school or charter school (grades P-12) outside of Alabama that was regionally accredited or approved by the State Department of Education where the school was geographically located when the experience was earned. The school **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the experience was earned, with Supplement EXP or Supplement VPD;
 - j. A federally operated grades P-12 school (e.g., Department of Defense Education Activity, Bureau of Indian Affairs, etc.);
 - k. A Head Start Program under the legal jurisdiction of a public school system when the experience was earned; **OR**
 - l. A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the experience was earned.
2. Professional educational work experience must be verified on Supplement EXP.
3. Experience as a graduate assistant, intern, student teacher, auxiliary teacher, member of a board of education, or in positions such as aide, clerical worker, or substitute teacher will **not** be considered. Professional educational work experience while employed in increments of less than one semester (4.5 months) or less than 20 hours per week will **not** be calculated toward full-time experience.

ALLOWABLE CREDIT (COURSEWORK)

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution.
2. Allowable credit must be earned in one of the following:
 - a. A State/state-approved P-12 educator preparation program in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - b. A State/state-approved P-12 educator preparation program in a different teaching field or area of instructional support of the certificate(s) held; **OR**
 - c. An academic content course in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

Note: For options 2.a. or 2.b., if credit is earned at a **non-Alabama** regionally accredited senior institution, Supplement RCR **must be submitted** to verify that the coursework is part of a state-approved P-12 educator preparation program.

Note: For options 2.a. or 2.b., if credit is earned at an **Alabama** regionally accredited senior institution, Supplement RCR **may be requested** if the Educator Certification Section is unable to verify that the coursework is part of a State-approved P-12 educator preparation program.

3. Allowable credit must meet one of the following criteria:
 - a. For continuation of a Class B Professional Educator Certificate the course(s) must be junior, senior, or graduate level and a grade of "C" or above must be earned in each course.
 - b. For continuation of a Class A or Class AA Professional Educator Certificate the course(s) must be graduate level courses (for which graduate credit must be earned) and a grade of "B" or above must be earned in each course.
4. Allowable credit used for certificate continuation must be verified on an 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 be submitted securely to the Educator Certification Section using one of the following options:

Option 1:

- Mailed to the Educator Certification Section in a sealed envelope from the institution.

Alabama State Department of Education
Educator Certification Section
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 Post Office Box 302101
 Montgomery, AL 36130-2101

Option 2:

- Submitted securely to the Educator Certification Section through electronic transmission by National Student Clearinghouse.

Option 3:

- Submitted securely to the Educator Certification Section through electronic transmission **from the institution** as an electronic PDF, to certtranscripts@alsde.edu.

Transcripts submitted from an individual or a personal/business email account will not be accepted.

5. Credit that was applied for issuance of a certificate cannot be applied toward its renewal.
6. Clock hours of allowable professional development are not equivalent to college course credit.

ALLOWABLE CLOCK HOURS OF PROFESSIONAL DEVELOPMENT

The Educator Certification Section reserves the right to request additional information regarding the professional development submitted. In addition, the Educator Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom or area of instructional support.

1. Clock hours of allowable professional development submitted for renewal shall be:
 - a. Consistent with the Alabama Standards for Professional Development found at www.alabamaachieves.org (click *Teachers & Administrators* ☞ *Teacher Center* ☞ *Certificate Renewal* ☞ *Professional Educator – Valid Certificate*) and based on the individual’s professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals, and evaluation of the activity.
 - b. Verified on Supplement VPD, OR Supplement EXP, OR on the applicant’s PowerSchool Professional Learning training history report for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion.
 - c. Professional development activities **must** include the specific title, date, and number of clock hours. *Example: Communicating with Parents; January 12, 2019; 1.5 clock hours.* **Activities with generic titles such as “faculty meetings,” “grade-level meetings,” “teacher in-service,” “institute,” “clinic,” “data meetings,” “professional development,” etc., are not specific titles of professional development activities. If titles such as these are used, a detailed explanation of each activity must be included.**
2. The following activities are only accepted if verified by the employer as allowable professional development (see **Professional Educational Work Experience** below for allowable employers). For certificate continuation, no more than 10 clock hours of each of the following activities may be counted as allowable professional development:
 - a. Auditing of courses
 - b. Book Study
 - c. Journals/publications
 - d. Presentations
 - e. Supervising of student interns
 - f. Travel
3. College course credit is not equivalent to clock hours of professional development.

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) CERTIFICATION

The NBPTS certificate must have been **initially issued or renewed** during the valid period of the certificate(s). The NBPTS certificate will be verified on the www.nbpts.org Website.

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 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 viewed at www.alabamaachieves.org (click *Teachers & Administrators* ∅ *Teacher Center* ∅ *Teacher Certification* ∅ *Certificate Renewal*).

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 certification approach (Form RPC 02/2022).

I understand as a professional educator certified by the Alabama State Department of Education, it is my responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate and submitting my application to the Educator Certification Section by the deadline.

I understand individuals employed with an Alabama public school system should contact their Human Resource Office to determine eligibility for the ALSDE's Online Renewal process.

I understand 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 all information pertaining to this application form is true and correct and failure to submit accurate information may result in revocation or non-issuance of my certificate.

Date _____ Signature of Applicant _____

I have completed the following documents, and I am mailing them to the address below:

- Supplement CIT, including supporting documentation
- Form RPC
- 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
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