






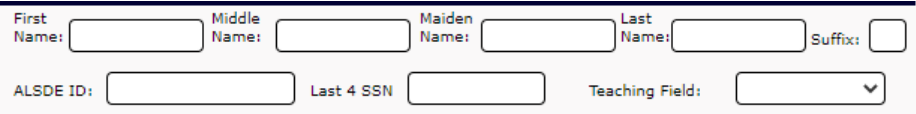
# ALSDE LEA TEAMS Credentials Review and Funding Request Form Work Instructions

**Objective:**

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| <ol style="list-style-type: none"><li>1. Click the link to open the Funding Request Form.</li><li>2. The form will open in your browser. The first page contains pertinent information. Please review the information provided.</li></ol>   | <p><a href="https://perfectforms.alsde.edu/player.htm?f=OjAgAgEi">https://perfectforms.alsde.edu/player.htm?f=OjAgAgEi</a></p> <p> <b>We Teach Alabama</b></p> <p>Alabama State Department of Education<br/><b>LEA TEAMS Credentials Review and Funding Request Form</b></p> <p><b>Assurances</b><br/>Each LEA is required to submit this LEA TEAMS Request Form for all teachers on a TEAMS contract. Submission of information will be required each year an individual is working under a TEAMS contract. The LEA TEAMS Request Form can only be submitted by the employing county/city superintendent.</p> <p>By completion of this form, the LEA has determined the individual holds the required valid certificate, is teaching approved courses full-time, is in-field based on their required valid certificate, and otherwise meets all TEAMS requirements. Pro-rated contracts will be accepted throughout a school year, but must include only the number of days the teacher was eligible for TEAMS salary and the teacher is still required to meet annual TEAMS PD and, if applicable, advanced credential requirements.</p> <p>The signed contract and supporting documents (advanced credential, etc.) for the teacher must be attached to this application on the last page.</p> <p>The LEA understands the information being provided will be verified and random checks will be conducted. If the LEA is found to be out of compliance, the LEA may not receive an appropriation from the TEAMS fund or may be subject to repayment of funds.</p> <p>For any modification needed (receipt of higher degree, teacher resignation/retirement, etc.) after initial submission and throughout the contract year, it is the LEA's responsibility to notify the ALSDE by emailing <a href="mailto:TEAMSFunding@alsde.edu">TEAMSFunding@alsde.edu</a>.</p> <p>Approval and additional funding information will be electronically provided to the LEA from the ALSDE Teaching &amp; Leading and Administrative &amp; Financial Services sections.</p> <p><b>A transmittal form must be emailed to <a href="mailto:TEAMSFunding@alsde.edu">TEAMSFunding@alsde.edu</a> within 2 days of application submission. Applications will not be reviewed until the transmittal is received.</b></p> |
| <ol style="list-style-type: none"><li>3. At the bottom of the first page, you must check the box to confirm you are authorized by the Superintendent of this LEA to submit LEA TEAMS Funding Request Forms.</li><li>4. Fill in your name and email into the Submitted by: and Email: boxes respectively.</li><li>5. Enter the position held and email of the person completing the Request Form.</li><li>6. After you finish filling in the boxes, you can proceed to the next page by hitting Next Page.</li></ol> | <p><input type="checkbox"/> I am authorized by the Superintendent of this LEA to submit LEA TEAMS request forms, contracts and supporting documents.</p> <p><b>Submitted by:</b> <input type="text"/> <b>Email:</b> <input type="text"/></p> <p><b>Position Held:</b> <input type="text"/> <input type="button" value="Next Page"/></p>  |



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| <p>7. Select Save &amp; Exit if you need to save your progress and continue later. <u>Doing this will send you an email containing a link which you can click to continue from where you left off.</u></p> <p><i>Note: It is best practice to hit the Save and Exit button to save your progress when not actively entering data to avoid data loss.</i></p> |     |
| <p>8. In the next section, you will need to select your Local Education Agency from the drop-down menu.</p> <p>(Ex. Madison County if you work for the Madison County School system.)</p> <p>Doing this will automatically fill in the LEA System # for you.</p> <p>9. After selecting your Local Education Agency, enter the Superintendent's name.</p>     |    |
| <p>10. Fill in the teacher's information into the correct name boxes. First name goes in First name, etc.</p> <p>11. Enter the applicant's ALSDE ID and the last four digits of their Social Security Number (SSN). These fields cannot be left blank.</p>   |  |



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| <p>12. Select Math or Science from the drop-down menu for the Teaching Field.<br/><i>Note: Middle and Maiden Name may be left blank.</i></p> |   |            |                  |                                   |                      |  |                      |   |                      |
|--|---|------------|------------------|-----------------------------------|----------------------|--|----------------------|---|----------------------|
| <p>13. Select the appropriate degree level <b>according to TEACH.</b></p>  | <p>According to TEACH, the Highest Degree Recognized by ALSDE for advanced pay is:</p> <p><input type="radio"/> Bachelor's    <input type="radio"/> Master's    <input type="radio"/> Sixth Year/Education Specialist    <input type="radio"/> Doctoral</p>   |            |                  |                                   |                      |  |                      |   |                      |
| <p>14. Enter the number of months for each item (A completed school year is calculated as 12 months of experience).</p>                      | <p><i>One year of service is considered 12 months.</i></p> <table border="1"><thead><tr><th>Experience</th><th>Number of Months</th></tr></thead><tbody><tr><td>Certified Experience in this LEA:</td><td><input type="text"/></td></tr><tr><td>Certified Experience in another Alabama LEA:</td><td><input type="text"/></td></tr><tr><td>Certified Experience in another public school system:</td><td><input type="text"/></td></tr></tbody></table> | Experience | Number of Months | Certified Experience in this LEA: | <input type="text"/> | Certified Experience in another Alabama LEA: | <input type="text"/> | Certified Experience in another public school system: | <input type="text"/> |
| Experience   | Number of Months  |            |                  |                                   |                      |  |                      |   |                      |
| Certified Experience in this LEA:  | <input type="text"/>  |            |                  |                                   |                      |  |                      |   |                      |
| Certified Experience in another Alabama LEA:   | <input type="text"/>  |            |                  |                                   |                      |  |                      |   |                      |
| Certified Experience in another public school system:  | <input type="text"/>  |            |                  |                                   |                      |  |                      |   |                      |
| <p>15. Enter the current scholastic year. (ex. 2022-2023)<br/>16. Select how many years the contract is for.</p>                             | <p>For the <input type="text"/> scholastic year, this individual has signed Preliminary Contract and the LEA will monitor for adequate progress as outlined in the contract to ensure the appropriate advanced credential is earned. This is year.</p> <p><input type="radio"/> One    <input type="radio"/> Two    <input type="radio"/> Three</p>   |            |                  |                                   |                      |  |                      |   |                      |



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| <p>17. Select the appropriate advanced contract years.</p> <p>18. Select Yes or No for advanced contract, then select the appropriate option for the Advanced Credential held.</p>  | <div style="border: 1px solid gray; padding: 5px;"><p style="text-align: center;"><b>Total Advanced Contract Yrs</b></p><p style="text-align: center;"><input type="radio"/> 1   <input type="radio"/> 2   <input type="radio"/> 3   <input type="radio"/> 4   <input type="radio"/> 5</p></div> <div style="border: 2px solid black; padding: 10px; margin-top: 10px;"><p style="text-align: center;"><b>Advanced Contract:</b></p><p><input type="radio"/> Yes*   <input type="radio"/> No   * Upload documentation on last page</p><p><input type="radio"/> NBPTS: Early Adolescence Math</p><p><input type="radio"/> NBPTS: Early Adolescence Science</p><p><input type="radio"/> NBPTS: Adolescence &amp; Young Adult Math</p><p><input type="radio"/> NBPTS: Adolescence &amp; Young Adult Science</p><p><input type="radio"/> National Institute for STEM Education Certificate</p></div> |
| <p>19. For Contract Start Date, you can either type your Contract Start Date with the format of MM/DD/YYYY. The other way is to click on the calendar icon next to the box and selecting your start date.</p> <p>20. Do the same for Contract End Date.</p> <p><i>Note: All applicants must be properly certified for TEAMS prior to their contract Start Date.</i></p> | <div style="border: 1px solid gray; padding: 5px;"><p><b>Contract Start Date:</b> <input type="text"/> </p><p><b>Contract End Date:</b> <input type="text"/> </p></div>  |
| <p>21. Enter the number of Contract Days this school year.</p>  | <p><b>Contract Days #</b> <input style="width: 150px; height: 25px;" type="text"/></p>   |
| <p>22. In the upcoming sections, you will need to add the applicant's list of school(s) and courses. To add rows, click on the plus icon in</p>   | <p> </p>   |



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| <p>the bottom left of the section.</p> <p>23. To delete a row, click the garbage can in the bottom left of the table.</p>  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>24. Select the applicant's school from the drop-down menu.</p> <p>25. Enter the FTE.</p> <p>26. Select Yes or No depending on if this is a Hard to Staff School.</p> <p>27. Repeat as necessary.</p>  | <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>All Schools Teaching at and FTE at Each</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name of School</th> <th style="width: 15%;">FTE</th> <th style="width: 25%;">Hard to Staff School</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> <input style="width: 95%; border: none;" type="text"/> </td> <td style="width: 100px;"> <input style="width: 90%; border: none;" type="text"/> </td> <td style="text-align: center;"> <input style="width: 90%; border: none;" type="text"/> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <span>+</span> <span>🗑</span>      Page <input style="width: 20px;" type="text" value="1"/> of 1         </p> </div>   | Name of School   | FTE  | Hard to Staff School                                   | <input style="width: 95%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> |  |  |  |  |  |  |
| Name of School   | FTE  | Hard to Staff School                                   |  |  |  |  |  |  |  |  |  |  |  |
| <input style="width: 95%; border: none;" type="text"/>   | <input style="width: 90%; border: none;" type="text"/>   | <input style="width: 90%; border: none;" type="text"/> |  |  |  |  |  |  |  |  |  |  |  |
| <p>28. In this section, enter the applicant's schedule of courses for each semester.</p>   | <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Semester 1</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Period/Block</th> <th style="width: 10%;"># Students</th> <th style="width: 30%;">Course Name</th> <th style="width: 15%;">ALSDE Course #</th> <th style="width: 15%;">Properly Certified</th> <th style="width: 20%;">For ALS</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"><input style="width: 95%; border: none;" type="text"/></td> <td style="width: 100px;"><input style="width: 90%; border: none;" type="text"/></td> <td style="text-align: center;"> <input style="width: 95%; border: none;" type="text"/> </td> <td style="width: 100px;"><input style="width: 90%; border: none;" type="text"/></td> <td style="text-align: center;"> <input style="width: 90%; border: none;" type="text"/> </td> <td style="width: 100px;"><input style="width: 90%; border: none;" type="text"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <span>+</span> <span>🗑</span>      Page <input style="width: 20px;" type="text" value="1"/> of 1         </p> <p style="text-align: center; margin-top: 5px;">Name of Course &amp; Course # for Other: <input style="width: 60%; border: none;" type="text"/></p> </div> | Period/Block   | # Students   | Course Name  | ALSDE Course #   | Properly Certified                                     | For ALS  | <input style="width: 95%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 95%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> |
| Period/Block   | # Students   | Course Name  | ALSDE Course #   | Properly Certified                                     | For ALS  |  |  |  |  |  |  |  |  |
| <input style="width: 95%; border: none;" type="text"/>   | <input style="width: 90%; border: none;" type="text"/>   | <input style="width: 95%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> |  |  |  |  |  |  |  |  |
| <p>29. Enter the period/block that the class takes place.</p> <p>30. Enter the number of students in the class.</p> <p>31. Select the course name from the dropdown menu.</p> <p><i>Note: If you select OTHER from the course drop down menu, you must enter the course name and number in Box 35.</i></p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Period/Block</th> <th style="width: 20%;"># Students</th> <th style="width: 60%;">Course Name</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"><input style="width: 95%; border: none;" type="text"/></td> <td style="width: 100px;"><input style="width: 90%; border: none;" type="text"/></td> <td style="text-align: center;"> <input style="width: 95%; border: none;" type="text"/> </td> </tr> </tbody> </table>   | Period/Block   | # Students   | Course Name  | <input style="width: 95%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 95%; border: none;" type="text"/> |  |  |  |  |  |  |
| Period/Block   | # Students   | Course Name  |  |  |  |  |  |  |  |  |  |  |  |
| <input style="width: 95%; border: none;" type="text"/>   | <input style="width: 90%; border: none;" type="text"/>   | <input style="width: 95%; border: none;" type="text"/> |  |  |  |  |  |  |  |  |  |  |  |
| <p>32. The ALSDE Course number will be automatically filled in based on our selected course.</p> <p>33. Is the applicant properly certified to teach the selected course? Select Yes or No from the drop-down menu.</p> <p>34. Repeat this process for</p>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">ALSDE Course #</th> <th style="width: 30%;">Properly Certified</th> <th style="width: 40%;">For ALSDE Use</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"><input style="width: 95%; border: none;" type="text"/></td> <td style="text-align: center;"> <input style="width: 90%; border: none;" type="text"/> </td> <td style="width: 100px;"><input style="width: 90%; border: none;" type="text"/></td> </tr> </tbody> </table>   | ALSDE Course #   | Properly Certified                                     | For ALSDE Use  | <input style="width: 95%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> | <input style="width: 90%; border: none;" type="text"/> |  |  |  |  |  |  |
| ALSDE Course #   | Properly Certified   | For ALSDE Use  |  |  |  |  |  |  |  |  |  |  |  |
| <input style="width: 95%; border: none;" type="text"/>   | <input style="width: 90%; border: none;" type="text"/>   | <input style="width: 90%; border: none;" type="text"/> |  |  |  |  |  |  |  |  |  |  |  |



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| all courses for Semester 1 and Semester 2.  |  |
| 35. Enter the name of the course and course number selected OTHER as one of the courses above.  | Name of Course & Course # for Other: <input style="width: 100%;" type="text"/>   |
| 36. Select the appropriate answer.<br>37. If yes, enter your previous occupation.   | Is this teacher new to the teaching profession? <input type="radio"/> Yes <input type="radio"/> No<br><br>If yes, what was the teacher's previous occupation? <input style="width: 100%;" type="text"/>  |
| 38. Select the appropriate answer.  | Did this teacher already hold the proper certificate(s) before qualifying for the TEAMS contract? <input type="radio"/> Yes <input type="radio"/> No   |
| 39. If the answer to above was no, select all that apply.   | If no, how did they earn the certificate(s)?<br><input type="checkbox"/> Alternative/Conditional<br><input type="checkbox"/> Additional Teaching Field (Certification by Test)<br><input type="checkbox"/> Certificate Reciprocity<br><input type="checkbox"/> National Board for Professional Teaching Standa...<br><input type="checkbox"/> State-Approved Program at Alabama College/University<br><input type="checkbox"/> Other |
| 40. Select the appropriate answer, yes or no.<br>41. If yes, select the state from the drop-down menu.<br>42. If the state was Alabama, select the university that you graduated from | Is this teacher a recent graduate of a teacher preparation program? <input type="radio"/> Yes <input type="radio"/> No<br><br>If so, from which state? <input style="width: 100%;" type="text"/><br><br>If Alabama, from what college/university? <input style="width: 100%;" type="text"/>  |
| 43. Select the appropriate answer.  | If yes, did TEAMS play a role in their decision to teach math or science? <input type="radio"/> Yes <input type="radio"/> No   |
| 44. Select the appropriate answer.  | Were you able to retain this teacher who would have otherwise retired prior to the TEAMS program? <input type="radio"/> Yes <input type="radio"/> No   |



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|   |   |
|---|---|
| <p>45. Select the appropriate answer.</p> <p>46. If yes, select the appropriate state from the drop-down menu.</p>                | <p>Did this teacher previously teach out of state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, in which state? <input type="text"/></p>   |
| <p>47. You must attach the signed contract here. If applicable attach the Certification. These should be low resolution pdfs.</p> | <p style="text-align: right;"><b>Attachments</b></p> <p><i>Attach Signed Contract Here:</i> <input type="button" value="Attach"/></p> <p><i>Upload Certification if Applicable:</i> <input type="button" value="Attach"/></p> |
| <p>48. Hit the submit button when complete.</p>   | <p style="text-align: center;"><input type="button" value="Submit"/></p>  |