



This section must be completed by the Alabama college/university.
 Institution Code: _____ - _____

Application for Alabama Certification Through the State-Approved Educator Preparation Program Approach

FORM NAL

The application process for the Alabama Certification Through the State-Approved Educator Preparation Program Approach **must be completed in conjunction with the Alabama college/university.**

PERSONAL DATA
Legal Name as it appears on government-issued identification.

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)		

FOR STATISTICAL PURPOSES ONLY

Ethnic Origin (<i>Choose one</i>) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	Gender (<i>Choose one</i>) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	Race (<i>Choose one or more, regardless of Ethnicity</i>) <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
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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

- 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?

RECORD OF EDUCATION

Degree and Major	Name of College/University	Location	Dates Attended Beginning MM/YY	Dates Attended Ending 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, *Support Services*, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.

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 completing all requirements of the State-approved educator preparation program.

APPLICATION PACKET CHECKLIST FOR ALABAMA CERTIFICATION THROUGH THE STATE-APPROVED EDUCATOR PREPARATION PROGRAM

Required for issuance of the Alabama Certification Through the State-Approved Educator Preparation Program Certificate.
Boxes are to be checked, as applicable.

APPLICATION FORMS

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

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 (ALSDE) or through the [ALSDE 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.

NOTE: The above documents (Supplement CIT, Form NAL, and fee verification) are to be forwarded by the applicant to 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. The Certification Officer will attach a completed Supplement NAI Recommendation for Certification by the Alabama College/University and other documentation (official transcripts, State Board of Education approved checklist(s), verification of experience on Supplement EXP, etc.) to support the recommendation for certification. The complete application packet will then be forwarded by the Certification Officer to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

BACKGROUND CLEARANCE

- Background clearance 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.

EDUCATIONAL EXPERIENCE

- Verification of professional educational work experience is required for issuance of certain advanced level (Class A, Class AA) Professional Educator or Professional Leadership Certificate(s). The experience must be verified on Supplement EXP. The Certification Officer of the recommending college/university can advise the applicant if verification of experience must be submitted to the Educator Certification Section of the ALSDE.

TEST REQUIREMENTS

For certification through the Alabama State-Approved Educator Preparation Program Approach, applicants 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 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 ALSDE website www.alabamaachieves.org/ (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Assessment) or by contacting the Educator Assessment Section of the ALSDE at (334) 694-4594 or edassessment2@alsde.edu.

- **ONLY current AECAP-prescribed assessments are accepted.**
- Only official score reports, submitted with the applicant's complete and correct Social Security number directly from the testing company via electronic submission to the ALSDE, will be accepted. **The applicant's failure to provide his/her complete and correct Social Security number to the testing company will delay the certification process.**
- Education Testing Service (ETS) automatically forwards official Praxis score reports to the ALSDE if the Alabama-prescribed test is taken in Alabama and the applicant's complete and correct Social Security number is included. For Alabama-prescribed tests taken outside Alabama, the code 7020 must be used to designate the ALSDE as a recipient of official score reports.
- **DO NOT SEND PAPER TEST SCORE REPORTS.**

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

I understand that 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.

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

I give my permission for the recommending Alabama college/university to forward any credential(s) required to support this certification request.

I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I understand that it is my responsibility to maintain my certificate and to stay informed of current regulations for renewal.

I certify that 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.

By affixing my signature to this document, I am certifying that true and correct information is being provided.

It is important that your personally identifiable information is correct on all portions of this application and throughout this certification process. If any information provided is incorrect on this application, when testing information is submitted, or during background clearance submission, additional information and fees may be required to correct these issues.

Date

Signature