



The Additional Teaching Field Approach
FORM CBT

This application is to be completed by individuals seeking an additional Alabama Certification Based on a valid Alabama Professional Educator Certificate in a Teaching Field and a Passing Score on a Praxis Subject Assessments(s).

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 (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	Gender (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	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

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

1. Individuals who hold a **valid** Alabama Professional Educator Certificate in a teaching field and obtain a passing score on the appropriate Praxis subject assessments(s) of the Alabama Educator Certification Assessment Program (AECAP) that is in effect on the date the application is received in the Educator Certification Section of the Alabama State Department of Education (ALSDE) may add selected teaching fields to their existing certificate through the Additional Teaching Field Approach.
 - a. This approach is not available to an individual who holds only a Provisional Certificate, Interim Employment Certificate, Business and Industry to Educational Administrator Certificate, Conditional Certificate in a Teaching Field, Higher Education Transitional Certificate, Career and Technical (Level, Type, Specialty Area, Degree Equivalent, and/or Temporary) Certificate, Speech-Language Pathology (Assistant, Temporary, and/or Professional Educator) Certificate, Dyslexia Therapist Endorsement, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Early Childhood Development Certificate, Emergency Certificate, Substitute License, Adjunct Instructor Permit or Computer Science Permit. Any other alternate or non-professional certificate developed, will not be considered for this approach.
 - b. The following are not teaching fields: instructional leadership, areas of educational administration and supervision, school counseling, school library-media specialist, school psychometry, school psychology, and sport management.
 - c. *The teaching field of **early childhood education P-3** is **only** available to individuals who hold a valid Alabama Professional Educator Certificate in **one** of the following teaching fields: pre-kindergarten birth-age 4, elementary education K-6 or K-9, special education pre-kindergarten birth-age 5, early childhood special education P-3, collaborative special education teacher K-6, elementary multiple abilities K-6, early childhood multiple abilities P-3, or any area of special education P-12 (excluding gifted).
Note: The teaching field of **early childhood education** is the **ONLY** field that can be requested through this approach if the pre-kindergarten birth-age 4 or/and the special education pre-kindergarten birth-age 5 certificate(s) is the only valid certificate(s) held.
 - d. *The teaching field of **elementary education K-6** is **only** available to individuals who hold a valid Alabama Professional Educator Certificate in **one** of the following teaching fields: early childhood education P-3, early childhood special education P-3, collaborative special education teacher K-6, elementary multiple abilities K-6, early childhood multiple abilities P-3, or any area of special education P-12 (excluding gifted).
 - e. **The teaching field of **early childhood special education P-3** is only available to individuals who hold a valid Alabama Professional Educator Certificate in **one** of the following teaching fields: collaborative special education teacher K-6, elementary multiple abilities K-6, early childhood multiple abilities P-3.
 - f. ***The teaching fields of **collaborative special education teacher K-6** and **collaborative special education teacher 6-12** are **only** available to individuals who hold a valid Alabama Professional Educator Certificate in **one** of the following teaching fields: early childhood special education P-3, collaborative special education teacher K-6, collaborative special education teacher 6-12, elementary multiple abilities K-6, early childhood multiple abilities P-3, or any area of special education P-12 (excluding gifted).
2. Alabama's passing score on the Alabama-prescribed Praxis Subject Assessments of the AECAP for the teaching field(s) sought in effect on the date the application is received in the Educator Certification Section of the ALSDE is required. See **TEST INFORMATION** on page four to ensure the correct test(s) have been taken, and the minimum required passing score(s) have been achieved.
3. **The testing requirements must be met prior to application submission.** If these requirements are not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee. Individuals who reapply must meet testing requirements in effect on the date the application is received in the Educator Certification Section.
4. The certificate issued through this approach will be a Class B (bachelor's degree level) certificate.

AVAILABLE TEACHING FIELDS

ONLY the teaching fields listed below are available through this approach.

I request certification in the following teaching field(s) (check all that apply):

<input type="checkbox"/> Agriscience Education 6-12	<input type="checkbox"/> French 6-12	<input type="checkbox"/> Mathematics 4-8
<input type="checkbox"/> Algebra I 6-12	<input type="checkbox"/> French P-12	<input type="checkbox"/> Mathematics 6-12
<input type="checkbox"/> Biology 6-12	<input type="checkbox"/> General Science 4-8	<input type="checkbox"/> Music, Choral P-12
<input type="checkbox"/> Business/Marketing Education 6-12	<input type="checkbox"/> General Science 6-12	<input type="checkbox"/> Music, Instrumental P-12
<input type="checkbox"/> Career Technologies 6-12	<input type="checkbox"/> General Social Science 4-8	<input type="checkbox"/> Physical Education P-12
<input type="checkbox"/> Chemistry 6-12	<input type="checkbox"/> General Social Science 6-12	<input type="checkbox"/> Physics 6-12
<input type="checkbox"/> Collaborative Special Education Teacher K-6****	<input type="checkbox"/> Geography 6-12	<input type="checkbox"/> Spanish 6-12
<input type="checkbox"/> Collaborative Special Education Teacher 6-12****	<input type="checkbox"/> Geometry 6-12	<input type="checkbox"/> Spanish P-12
<input type="checkbox"/> Early Childhood Education P-3*	<input type="checkbox"/> German 6-12	<input type="checkbox"/> Theatre P-12
<input type="checkbox"/> Early Childhood Special Education P-3**	<input type="checkbox"/> German P-12	<input type="checkbox"/> Visual Arts P-12
<input type="checkbox"/> Elementary Education K-6*	<input type="checkbox"/> Health Education 6-12	
<input type="checkbox"/> English as a Second Language P-12	<input type="checkbox"/> History 6-12	
<input type="checkbox"/> English Language Arts 4-8	<input type="checkbox"/> Latin 6-12	
<input type="checkbox"/> English Language Arts 6-12	<input type="checkbox"/> Latin P-12	
<input type="checkbox"/> Family and Consumer Sciences Education 6-12		

TEST INFORMATION

1. Information about the Alabama-prescribed Praxis subject assessments(s) of the AECAP for each teaching field may be obtained at <https://www.ets.org/praxis/al/epp/state-requirements/licensure.html> (click *Other Certification Approaches (Learn More)* ☞ *Additional Teaching Field/Certification Based on Test (CBT) Approach (Learn More)*).
2. **ONLY Alabama-prescribed Praxis Subject Assessments (content knowledge) are accepted.** Praxis Subject Assessments (content knowledge) that are not prescribed for use in Alabama will not be reported to the ALSDE by Educational Testing Services (ETS). **For Alabama-prescribed tests taken outside Alabama, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports.**
3. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant's complete social security number directly from Educational Testing Service (ETS) to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.

TEST CHANGES: Please check testing website frequently as tests are changing. Individuals must meet testing requirements in effect on the date the application is received in the Educator Certification Section.

Information pertaining to these testing changes may be found at www.ets.org/praxis/al.

APPLICATION PACKET CHECKLIST**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 CBT.

Nonrefundable Application Fee

- A \$38.00 **nonrefundable** application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$38 nonrefundable fee for issuance. **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.

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.

- The appropriate valid Alabama Professional Educator Certificate in a teaching field.
See page four for acceptable certificates. There are specific prerequisite certificate requirements for collaborative special education teacher, early childhood education, early childhood special education, and elementary education.

- For each teaching field** sought, indicate the appropriate Alabama-prescribed Praxis Subject Assessment(s) taken and that is in effect on the date the application is received in the Educator Certification Section. The testing requirement must be met **prior to application submission**. See **TEST INFORMATION** on page four.

Teaching Field (e.g., elementary education, mathematics)	Grade Level (e.g., P-12, 6-12)	Test Number and Name of Praxis	Date Test(s) Taken and Passed

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. 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* ☞ *Other Approaches* ☞ [Certification Based on Test](#)).

I understand I must **thoroughly read** all requirements of this approach (Form CBT 07/2023).

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

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

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 CBT
- Money order, cashier's check, or receipt verifying online payment of \$38.00 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
Post Office Box 302101
Montgomery, AL 36130-2101