



This section must be completed by the employing Alabama school system or nonpublic/private school.	
School System Code:	_____
Nonpublic/Private School Code:	_____

The First Provisional Certificate in a Teaching Field (PCTF) Approach for the 2024-2025 Scholastic Year
FORM ZTF

A complete application packet must be received in the Educator Certification Section by **October 1 or postmarked no later than October 1 of the scholastic year for which the PCTF is being requested.** The application process for the PCTF **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.**

PERSONAL DATA					
<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)		
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).					
<p align="center">READ CAREFULLY</p> <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?					
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.

LOCAL EDUCATION AGENCY (LEA)/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

This application is to be completed for applicants seeking the PCTF and **submitted by the Alabama employing county/city superintendent or administrator of an eligible nonpublic/private school** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

- My local board of education is willing to participate in the PCTF Approach and has authorized me to employ, as a full-time employee, the applicant for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand the PCTF will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the PCTF Approach.
- If an applicant began an alternative approach **during or prior to the 2019 -2020** scholastic year (that is, five or more years ago) and **did not** complete the approach, the applicant may begin an alternative approach again under current requirements regardless of the number of previously held alternative certificates.
- An applicant who has been unconditionally admitted to an Alabama Alternative Class A Educator Preparation Program in a teaching field and grade level listed under the Recommendation section cannot be issued a PCTF in that same teaching field and grade level. The Interim Employment Certificate (IEC) Approach must be used. The PCTF is an option if the applicant is no longer currently enrolled in the Alabama Alternative Class A Preparation Program and has any remaining alternative certificates available within four scholastic years from the July 1 starting date of the first alternative certificate.
- I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal ([Courses Catalog](#)) to ensure the applicant will be properly certified for each period/block of the day. Although several courses appear in the Courses Application as proper certification, for purposes of the PCTF, the **only courses** an applicant can be assigned to are those in the specific teaching field and the grade level of the requested PCTF. (If found to be needed, the applicant may be assigned for no more than one period/block of the day in any course for which proper certification is listed in the *Subject and Personnel Codes* as "Any Provisional Certificate in a Teaching Field" OR "Any Certificate.") A list of these courses can be found at **Alternative Certificates** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Provisional Certificate in Teaching Field*).

NOTE: ALSDE Courses must be used and cannot be shredded out.

NOTE: A PCTF in Computer Science, grades 6-12, is the only teaching field that is proper certification to teach computer science courses that have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request for issuance of a first PCTF in a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses which now have a course-specific permit.

- I understand failure to appropriately assign the applicant will result in the applicant's inability to complete the PCTF Approach.
- I understand failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.
- An applicant who holds a valid PCTF **and** a valid Alabama Professional Educator Certificate or Professional Leadership Certificate must be assigned to teach courses in the specific teaching field and at the grade level of the requested PCTF for at least the majority of the day.
- All PCTFs, must be held within four scholastic years from the July 1 beginning date of the first PCTF. An applicant completing the PCTF Approach can be employed in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF. The PCTF is only valid for employment with the public school system or nonpublic/private school to which the PCTF is issued. Although three one-year certificates may be held, applicants who successfully complete **all requirements** in one scholastic year may apply for the Professional Educator Certificate. An applicant must complete at least **one full** scholastic year **while holding** the PCTF.
- I understand the applicant will not be eligible for certification under the PCTF or any alternative certificate approach **for five years** if they do not complete this approach or any other eligible alternative approach in its entirety and earn the Professional Educator Certificate within the four scholastic years from the July 1 start date of the first PCTF. This option depends on the number of remaining eligible alternative certificates available.

**LOCAL EDUCATION AGENCY (LEA)/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION
and RESPONSIBILITIES (continued)**

- I understand the appropriate LEA designees must complete the **Beginning Teacher Alternative Certification Program (Supplement BTA)** form when applying for the Professional Educator Certificate indicating acceptable performance for applicants who held less than 3 PCTFs.
 - If the applicant’s performance indicators denote “Growth Needed” or a response of “No” is procured for question 10, the applicant will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.
 - I also understand if the aforementioned indicators are denoted or a response of “No” is procured for question 10, the applicant has been provided a copy of Supplement BTA, and documentation of the appropriate mentoring, professional learning, and/or training must be submitted. *Since there is a limit on the number of alternative certificates that can be held, the LEA and the applicant should be aware of the applicant’s performance at all times.*

LEA/Nonpublic/Private School Representative’s Initials: _____

I am verifying a photocopy of this form, reflecting signatures, has been given to the applicant, and I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA/Nonpublic/Private School Representative’s Initials: _____

RECOMMENDATION

To be completed by the employing Alabama county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the **first** PCTF in the teaching field of (select **one** below):

Grades K-12		Grades 6-12		Grades 4-8
<input type="checkbox"/> Arabic	<input type="checkbox"/> Korean	<input type="checkbox"/> Agriscience Education	<input type="checkbox"/> General Science	<input type="checkbox"/> English
<input type="checkbox"/> Chinese	<input type="checkbox"/> Latin	<input type="checkbox"/> Algebra I	<input type="checkbox"/> General Social Science	<input type="checkbox"/> Language Arts
<input type="checkbox"/> Dance	<input type="checkbox"/> Music/Choral	<input type="checkbox"/> Biology	<input type="checkbox"/> Geography	<input type="checkbox"/> General Science
<input type="checkbox"/> English for Speakers of Other Languages	<input type="checkbox"/> Music/Instrumental	<input type="checkbox"/> Business/Marketing Education	<input type="checkbox"/> Geometry	<input type="checkbox"/> General Social Science
<input type="checkbox"/> French	<input type="checkbox"/> Russian	<input type="checkbox"/> Career Technologies	<input type="checkbox"/> Health Education	<input type="checkbox"/> Mathematics
<input type="checkbox"/> German	<input type="checkbox"/> Spanish	<input type="checkbox"/> Chemistry	<input type="checkbox"/> History	
<input type="checkbox"/> Italian	<input type="checkbox"/> Theatre	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Mathematics	
<input type="checkbox"/> Japanese	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> English Language Arts	<input type="checkbox"/> Physical Education	
		<input type="checkbox"/> Family and Consumer Sciences Education	<input type="checkbox"/> Physics	

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Date

APPLICATION PACKET CHECKLIST FOR THE FIRST PCTF

Required for issuance of the **first** PCTF, valid from July 1, 2024 – June 30, 2025. *Please check all boxes to indicate you have read and submitted all required items.*

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 ZTF**.

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.

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 [Certificate Search](#).
- 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 [Alabama Achieves - 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 [Certificate Search](#). 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.

Classroom Schedule

Submission of the applicant's schedule from PowerSchool (for public schools) or classroom schedule on school letterhead (for nonpublic/private schools only) verifying the applicant is properly certified each period/block of the day. The only courses the applicant can teach are those in the specific teaching field and at the grade level of the requested PCTF based on the current ALSDE Courses Application within the AIM Portal (see LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES section of this form for additional information about the assignment). **NOTE: The submitted PowerSchool schedule must display the Teacher Schedule, printed from the district office view for the entire academic year.**

NOTE: ALSDE Courses must be used and cannot be shredded out.

The PowerSchool classroom schedule **must be signed off by the LEA/Nonpublic/Private School Representative** verifying:

- the applicant is properly certified for each period/block of the day,
- the ALSDE courses are used and not shredded out, **and**
- the teacher schedule is printed from the district office view for the entire academic year.

Teacher Mentor

A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the same teaching field of the PCTF or in a related field and has had at least three full years of full-time professional educational work experience in a P-12 setting.

Official Transcripts

Submission of official transcripts of **all degrees and credits earned**. All degrees and credits must be verified on an official transcript(s) and must be submitted to the Educator Certification Section. At least a bachelor's degree is required to complete this approach, which was earned from a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was conferred.

I, as the designated representative of the LEA/Nonpublic/Private School who requested the applicant's official transcript, am providing a copy of the official transcript(s) with my signature attesting to the following:

- I have obtained the official transcript(s) directly from the official transcript provider, **whether by opening or downloading it. (Transcripts that were downloaded by the applicant or opened by the applicant are not acceptable.)**
- I have reviewed and verified the applicant has met the GPA and college/university accreditation eligibility requirements.

LEA/Nonpublic/Private School Representative's Initials: _____

The applicant's **current legal** name and Social Security or ALSDE ID number must accompany the transcript(s).

Eligibility Requirements

- Submission of the official transcript(s) of the applicant indicating a bachelor's or higher degree was earned **prior to October 1, 2024, meeting one of the options below:****
- Option 1:** A bachelor's degree is held, with a minimum overall grade point average (GPA)* of at least 2.5 on a 4.0 scale, from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned; **OR**
 - Option 2:** A master's or higher degree is held, with a minimum overall grade point average (GPA)* of at least 3.00 on a 4.0 scale, from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned; **OR**
 - Option 3:** The applicant does not meet the 2.5 overall grade point average (GPA)* requirement but has at least 2.0 on a 4.0 scale from a senior institution that was regionally accredited or accredited by DEAC at the time the degree was earned. For applicants who do not meet the above GPA requirements and a Praxis subject area test exists, see the Increased Praxis Score Option.

For Members of the United States Armed Forces

- Submission of Form DD214** verifying the applicant was a retiree in good standing or was honorably discharged and had at least 10 years of service.
- Option 4:** A master's or higher degree **in the subject area to be taught** is held with a minimum overall grade point average (GPA)* of at least 3.0 on a 4.0 scale from a senior institution that was regionally accredited or accredited by the DEAC at the time the degree was earned.

For Dance, Arabic, Chinese, Italian, Japanese, Korean, and Russian

In addition to the above degree requirements, documentation that one of the following has been met by the applicant **prior to October 1, 2024:**

- Submission of a bachelor's or higher degree**, from a senior institution that was regionally accredited or accredited by DEAC at the time the degree, was earned, with a non-education major in the teaching field (e.g., dance rather than dance education); **OR**
- Submission of the completed TEACHING FIELD COURSEWORK** chart verifying credit earned for at least **30** semester hours of credit, including **18** semester hours of upper-division credit (i.e., the **30/18** requirement), in the teaching field.

*The overall GPA must be the GPA used as the basis for granting the degree and posted on the official transcript of the degree-granting institution. An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is exempt from the GPA requirement. **Official transcripts of all credits and degrees earned must be submitted.**

An applicant whose degree was earned at a college or university in another country that is not a United States Territory must obtain an evaluation of his/her credentials from a foreign credential evaluation agency approved by the ALSDE. Additional information and a list of approved evaluation agencies may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Other Approaches-Foreign Credentials*).

Test Requirements to begin the PCTF Approach

- Electronic submission to the ALSDE by the testing company of the applicant's required score on the AECAP Alabama-prescribed Praxis subject area test(s) in the recommended teaching field and grade level earned **prior to October 1, 2024. Select the Option being used to meet the test requirement:****

- Option 1:** The applicant **meets** the 2.5 overall GPA requirement and
 - has earned the **current passing Praxis** score.

The required subject area tests and passing scores for **Option 1** may be found at [Praxis](#)

- Option 2:** The applicant **does not meet** the 2.5 overall GPA requirement **but**
 - **does have** an overall GPA of at least 2.0 on a 4.0 scale, **and**
 - has earned the **increased** Praxis score outlined on the document entitled Increased Praxis Score Option.

The required subject area tests and the Increased Praxis scores required for **Option 2** may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Testing Information*).

- Option 3:** The applicant is using the United States Armed Forces eligibility **Option 4**, the Praxis subject area test is NOT required.

Note: A Praxis subject area test is not currently available for the teaching fields of dance, Arabic, Chinese, Italian, Japanese, Korean, and Russian. This requirement becomes effective when a subject area test for each of these areas is adopted.

REQUIREMENTS FOR THE SECOND PCTF

If the first PCTF was held during the **2024-2025** scholastic year, the requirements for issuance of the **second** PCTF, valid for the **2025-2026** scholastic year, or the **2026-2027** scholastic year, are:

1. Submission of the Application for the Second Provisional Certificate in a Teaching Field by the employing Alabama county/city superintendent or nonpublic/private school administrator.
2. Submission of the *nonrefundable* application fee.
3. Submission of the official transcript(s) verifying credit earned in at least two of the four required courses, earned **prior to October 1** of the scholastic year for which the second PCTF is to be issued and with a grade of "C" or above, as specified in the **COURSEWORK REQUIREMENTS** section of this form. **If the applicant holds a valid Alabama Professional Educator Certificate in a teaching field, the methods course in the teaching field and at the grade level for which certification is sought is the only course required for the 2nd PCTF. No additional coursework is required for the issuance of the third PCTF.**
4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the first PCTF during the **2024-2025** scholastic year, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the first PCTF was held. **(The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the first PCTF *only* if the first PCTF was proper certification for the course.)** Employment of the applicant may be in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
5. Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and at the grade level of the requested PCTF based on the **current** ALSDE Courses Application within the AIM Portal (see **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about this assignment).
NOTE: ALSDE Courses must be used and cannot be shredded out.
6. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the same teaching field of the PCTF or in a related field and has had at least three full years of full-time professional educational work experience in a P-12 setting.
7. For the teaching fields of **agriscience education, business/marketing education, career technologies, computer science, and family and consumer sciences education**, submission of the applicant's PowerSchool Professional Learning Training History report verifying completion of the appropriate **ALSDE Career and Technical Education Teacher Certification Program (CTE 101) prior to October 1** of the scholastic year for which the second PCTF is to be issued. CTE 101 is not required if the applicant holds a valid Professional Educator Certificate in a career and technical teaching field, a valid Specialty Area Career and Technical Certificate, or a valid Degree Equivalent Career and Technical Certificate.

AECAP Pedagogy Assessment(s)

edTPA Handbook **or** Praxis Principles of Learning and Teaching (PLT) **AS APPLICABLE**

8. **AECAP Pedagogy Assessment.** Assessments are not required for the issuance of the second PCTF but are required for the issuance of the Professional Educator Certificate. See the **REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE** section of this form for additional testing information.

REQUIREMENTS FOR THE THIRD PCTF

If the first PCTF was held during the **2024-2025** scholastic year and the second PCTF was held during the **2025-2026** or **2026-2027** scholastic year, the requirements for issuance of the **third** PCTF valid for the **2026-2027** scholastic year or the **2027-2028** scholastic year are:

1. Submission of the Application for the Third Provisional Certificate in a Teaching Field by the employing Alabama county/city superintendent or nonpublic/private school administrator.
2. Submission of the **nonrefundable** application fee.
3. Submission of the official transcript(s) verifying credit earned in the remaining two required courses, earned **prior to October 1** of the scholastic year for which the third PCTF is to be issued and with a grade of "C" or above, as specified in the **COURSEWORK REQUIREMENTS** section of this form.
4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the second PCTF during the **2025-2026 or 2026-2027** scholastic year, with the **full-time assignment** having been only teaching courses in the specific teaching field and at the grade level for which the second PCTF was held. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the second PCTF *only* if the second PCTF was proper certification for the course.) Employment of the applicant may be in a combination of no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
5. Proper assignment of the applicant each period/block of the day only for courses in the specific teaching field and at the grade level of the requested PCTF based on the **current** ALSDE Courses Application within the AIM Portal (see **LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES** section of this form for additional information about this assignment).
NOTE: ALSDE Courses must be used and cannot be shredded out.
6. A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate in the same teaching field of the PCTF or in a related field and has had at least three full years of full-time professional educational work experience in a P-12 setting

AECAP Pedagogy Assessment(s)

edTPA Handbook **or** Praxis Principles of Learning and Teaching (PLT), **AS APPLICABLE**

7. **AECAP Pedagogy Assessment.** Assessments are not required for the issuance of the third PCTF but are required for the issuance of the Professional Educator Certificate. See the **REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE** section of this form for additional testing information.

REQUIREMENTS FOR ISSUANCE OF THE PROFESSIONAL EDUCATOR CERTIFICATE

1. Submission of the Application for the Professional Educator Certificate following the Provisional Certificate in a Teaching Field Approach (Form PFA). **The applicant must submit this application, which must be received in the Educator Certification Section by or postmarked no later than October 1 of the calendar, during which the four-year window ends.**
2. Submission of the *nonrefundable* application fee.
3. Submission of Supplement BTA verifying the applicant's performance while holding the PCTF certificates. **NOTE: Only required if the applicant held less than three PCTF certificates during their four-year window.**
4. Submission of Supplement EXP verifying the applicant's full year of full-time teaching experience while holding the third PCTF during the **2026-2027** or **2027-2028** scholastic year, with the full-time assignment having been only teaching courses in the specific teaching field and at the grade level for which the third PCTF was held. (The applicant may have been assigned for no more than one period/block of the day to a course that was not in the specific teaching field and grade level of the third PCTF *only* if the third PCTF was proper certification for the course.)
5. Electronic submission to the ALSDE by the testing company of the applicant's current **passing** score on the AECAP Pedagogy Assessment on a test administration date **prior to October 1**, during which the four-year window ends. An applicant who holds a **valid Alabama Professional Educator Certificate in a teaching field is exempt from the Pedagogy Assessment requirement.**
 - If **all** three scholastic years are completed on the PCTF approach, the applicant may pass either the edTPA Handbook for the teaching field and grade level for which the PCTFs were issued **OR** the Praxis Principles of Learning and Teaching (PLT) test.
 - If **less than** three scholastic years (at least one full scholastic year is required) are completed on the PCTF approach, the applicant **must** pass the edTPA Handbook for the teaching field and grade level for which the PCTFs were issued.

edTPA Information

Information about the edTPA may be found at [edTPA](#) (click: *Candidates*).

NOTE: If an edTPA Handbook is not available for the requested teaching field, a passing score on the AECAP Principles of Learning and Teaching (PLT) test is required.

PLT Information

Information about the PLT may be found at [Praxis](#).

NOTE: PCTFs for grades K-12 and 4-8 must pass the PLT test for Grades K-6 OR Grades 7-12. PCTFs for grades 6-12 must pass the PLT test for Grades 7-12.

COURSEWORK REQUIREMENTS

1. If the applicant **does not hold** a valid Alabama Professional Educator Certificate in a teaching field, no more than 12 semester hours of applicable coursework with grades of "C" or above must be earned. Coursework shall include the following:
 - a. classroom management;
 - b. the evaluation of teaching and learning;
 - c. strategies for teaching special needs students in inclusive settings;
 - d. methods of teaching in the teaching field and at the grade level for which certification is sought.
2. If the applicant **holds** a valid Alabama Professional Educator Certificate in a teaching field, the methods of teaching in the teaching field and at the grade level for which certification is sought is the only course required for:
 - **issuance of the second PCTF**; OR
 - **issuance of the Professional Educator Certificate following the PCTF Approach.**
3. **Coursework completed ten or more years prior to the July 1 beginning valid period of the first PCTF will not be accepted.**
4. If completing only one year of experience while holding the PCTF, credit must be earned **prior to October 1**, during which the four-year window ends.
5. All courses must be earned at Alabama colleges or universities with State-approved educator preparation programs. The required courses may have been taken at more than one Alabama college or university.

NOTE: Courses at Alabama colleges or universities that are currently approved to meet these requirements may be viewed on listings at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Preparation* ⇨ *PCTF/PCCT Approved Provisional Courses*). Only courses from **this approved listing will be accepted.**

NOTE: Coursework used for the issuance of a Class B Professional Educator Certificate through the PCTF Approach cannot later be applied to meet coursework requirements of an Alabama Class A (master's degree level) or Class AA (sixth-year level) State-approved educator preparation program in any area.

Important Information Regarding the Methods of Teaching Course

A methods course may not be available during summer terms.

For the teaching fields of **business/marketing education and family and consumer sciences education**, **it is recommended** credit for the methods course be earned at an Alabama college or university with a State-approved educator preparation program in **business/marketing education or family and consumer sciences education** for grades 6-12, respectively.

For the teaching field of **computer science**, the methods course must be either Methods of Teaching **Mathematics** for grades 6-12 or Methods of Teaching **General Science or Biology or Chemistry** for grades 6-12. The course must be earned at an Alabama college or university with a State-approved educator preparation program in mathematics, general science, biology, or chemistry for grades 6-12, respectively.

NOTE: When an Alabama institution has been approved to offer a State-approved educator preparation program in computer science, the methods requirements will be transitioned to Methods of Teaching Computer Science.

For the teaching fields of **agriscience education, business/marketing education, and career technologies**, the methods course must be earned at an Alabama college or university with a State-approved educator preparation program in a career and technical education teaching field.

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT

Note: Beginning with the 2022-2023 scholastic year, the Provisional Certificate in a Teaching Field (PCTF) approach allows an applicant to obtain a Professional Educator Certificate within one scholastic year. To consider this option, requirements may be viewed on the **Professional Following the Alternative Application** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Alternative Certificates* ⇨ *Provisional Certificate in Teaching Field*).

As an applicant through the PCTF Approach to certification, I understand:

1. If I earned credit in more than five education courses but did not complete a traditional P-12 educator preparation program leading to certification, *I am granting permission* for the ALSDE's Office of Teaching and Leading to verify my status with the college/university and for the college/university to release any pertinent information/documents regarding my matriculation through the educator preparation program at the institution. I understand any negative information provided could impact my ability to begin the Provisional Certificate in a Teaching Field Approach. An applicant who holds an Alabama Professional Educator Certificate or Professional Leadership Certificate may be exempt from this five-course limit.
2. If I have gained admission to an **Alabama Alternative Teacher Preparation Organization (ATPO)**, I am granting permission for the ALSDE's Office of Teaching and Leading to communicate with the Alabama ATPO and for the ATPO to release any pertinent information/documents regarding my enrollment within their program. I understand any negative information provided could impact my ability to be issued the Provisional Certificate in a Teaching Field Approach.
3. The Educator Certification Section is unable to determine eligibility for a PCTF until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
4. The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making an application for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
5. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
6. Meeting the requirements of the PCTF Approach leads to a Class B (bachelor's degree level) Professional Educator Certificate in the teaching field and grade levels of the PCTF.
7. For issuance of the Professional Educator Certificate, I must verify having completed all requirements as outlined in the application within four scholastic years from the July 1 beginning date of the first PCTF with no more than two public school systems and/or eligible nonpublic/private schools while holding a PCTF.
8. **Applicant Initials** _____ I must attain a passing score on the appropriate AECAP Pedagogy Assessment (edTPA/PLT) as outlined in the Requirements for the Professional Educator Certificate.
9. **Applicant Initials** _____ The AECAP Praxis subject area test(s) and score required for the first PCTF will be acceptable for issuance of the professional certificate as long as the PCTF approach is completed in the allotted time frame.
10. **Applicant Initials** _____ If I hold less than 3 PCTFs, within the four scholastic years from the July 1 start date of my first PCTF, I must request a **Beginning Teacher Alternative Certification Program (Supplement BTA)** form from **each** eligible LEA **and** receive successful performance indicators on Supplement BTA form. I also understand if my performance indicators denote "Growth Needed" or a response of "No" is procured for question 10, I will be required to complete another full year of full-time, teaching experience (with improvement in those areas) even if all other requirements are met.
11. **Applicant Initials** _____ I shall no longer be eligible for certification under the PCTF or any alternative certificate approach **for five years** if I do not complete this approach or any other eligible alternative approach in its entirety and earn the Professional Educator Certificate within the four scholastic years from the July 1 start date of my first PCTF. This option depends on the number of remaining eligible alternative certificates available.
12. **Applicant Initials** _____ I must thoroughly read this application for requirements to obtain the subsequent Provisional Certificates in a Teaching Field and the Professional Educator Certificate through this approach. I have also received a photocopy of this form reflecting signatures.

IMPORTANT INFORMATION and ATTESTATIONS TO BE COMPLETED BY THE APPLICANT
(Continue)

- 13. *Applicant Initials* _____ For issuance of my Professional Educator Certificate, I must submit the Application for the Professional Educator Certificate Following the PCTF Approach (Form PFA), and it **must be received in the Educator Certification Section by or must be postmarked no later than, October 1**, during which the four-year window ends.
- 14. I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim Employment, Preliminary, Business and Industry to Educational Administrator, Higher Education Transitional, Conditional, or any alternative certificate combination thereof.
- 15. It is my responsibility to keep all personal data on file in the Educator Certification Section current.
- 16. By affixing my signature to this document, I certify true and correct information is being provided.

Date _____ Signature of Applicant _____