



Reinstatement Requirements for Expired Professional Leadership Certificates
To reinstate a certificate is to make an expired certificate valid.

This certification approach is for individuals seeking to **reinstate** a Professional Leadership Certificate and/or Professional Educator Certificate in Areas of Administration and/or Supervision. The certificate areas include *Educational Administrator, Instructional Leader, Superintendent, Principal (any grade level), Superintendent-Principal, Supervisor (general or specific subject area and/or grade level), and Career and Technical Administrator*. ***This is not an application***; this document provides general information and outlines requirements.

Note: You must apply through the NEW ACE online application system, which will be available on January 1, 2025.

GENERAL INFORMATION

All requirements to reinstate a certificate must be completed within 2 years (24 months) immediately prior to receipt of the application in the Educator Certification Section.

Meeting the requirements to reinstate a Professional Leadership Certificate and/or Professional Educator Certificate *in an area of administration and/or supervision* **will** meet requirements to reinstate a Professional Educator Certificate in an area *other than* administration and/or supervision or an expired Career and Technical Certificate. **This will not apply to certificate renewal after 2025.**

Individuals reinstating an expired Career and Technical Certificate in Computer Science, Cosmetology & Barbering, or Health Science will also have to meet an occupational proficiency requirement. (see **REQUIREMENTS**)

REINSTATEMENT OPTIONS

Documentation verifying **one** of the options was met within 2 years (24 months) immediately prior to receipt of the application in the Educator Certification Section:

Option 1: 3 Professional Learning Units (PLUs). Of the required 3 PLUs, **at least 2 PLUs MUST** have been earned through the Alabama Council for Leadership Development (ACLD)-approved Professional Studies. PLUs, must be documented:

- In the applicant's **PowerSchool Professional Learning** account. Before application submission, the applicant should verify that PLUs are under the correct ALSDE ID in PowerSchool Professional Learning. The Educator Certification Section will verify, no additional documents will be needed. To establish an account or for questions regarding PowerSchool Professional Learning, contact the PowerSchool Specialist at pladmin@alsde.edu or (334) 694-4883.
AND/OR
- By submission of an official transcript verifying coursework that has been approved for use as an ACLD-approved PLU. (see **PROFESSIONAL LEARNING UNITS**)

Option 2: Passing score(s) on the Alabama-prescribed Praxis subject area test for Educational Leadership. ONLY Alabama-prescribed Praxis subject area tests and their minimum required scores that are in effect on the date the application is received in the Educator Certification Section are accepted.

- Test scores must be submitted electronically to the Alabama State Department of Education directly from the Educational Testing Service (ETS)

REQUIREMENTS

A \$38.00 **nonrefundable** application fee. A transaction fee will be applied.

Background clearance based on a fingerprint review.

- If a certificate is not reinstated during the calendar year of its expiration, a **NEW** background check is required. The results must be on file in the Educator Certification Section within 30 days prior to the date the application is received in the Educator Certification Section.

NOTE: If another **valid** Alabama certificate, license, or permit is held on the date the application is received in the Educator Certification Section, a new background check is NOT required.

- 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

I have verified my Alabama Professional Leadership Certificate and/or Professional Educator Certificate in an Area of Administration and/or Supervision **expired** June 30, 2024, and prior. The valid period of your certificate can be confirmed at [Certificate Search](#)

Submission of official transcript(s) if applicable.

If An expired Career and Technical Certificate in Computer Science, Cosmetology & Barbering, or Health Science was held, the following must **also** be attained and submitted, prior to the date the application is received in the Educator Certification Section:

Computer Science: A **currently valid** passing score(s)/license(s) on an available ALSDE-approved **ENTRY LEVEL** or **MASTER LEVEL** occupational proficiency assessment.

Cosmetology & Barbering: A **currently valid** Alabama Cosmetology and Barbering Instructor licenses.

Health Science: A **currently active** Alabama license in a registered nursing, paramedical, or approved allied health specialty.

PROFESSIONAL LEARNING UNITS (PLUs)

A Professional Learning Unit (PLU) is a content-driven, long-term unit of professional study for individuals who hold certification in an area of administration and/or supervision.

- A PLU fully addresses the indicators under a standard listed in the Alabama Standards for School Leadership.
 - A study that constitutes a PLU must include comprehensive coverage and evaluation of effectiveness in the school setting and requires multiple professional development experiences over time aligned with the Alabama Standards for Professional Learning. A PLU is earned at the completion of the professional study.
 - A professional study that constitutes a PLU must be approved either by the Alabama Council for Leadership Development (ACLD), the Alabama local superintendent, or the administrator of an Alabama nonpublic/private school.
 - Information about earning PLUs can be obtained through the Instructional Leadership Professional Study – Alabama Council for Leadership Development at [ILPSA \(egrantsmanagement.com\)](http://ILPSA(egrantsmanagement.com))
- Note: Applicants must have a PowerSchool Professional Learning Account.**
- Information regarding establishing a PowerSchool Professional Learning account, contact the PowerSchool Specialist in the Professional Learning Section of this Department at pladmin@alsde.edu or contact personnel in that office at (334) 694-4883.
 - Information about Alabama Standards may be obtained on the website of the Professional Learning Section of this Department at [Alabama Achieves](http://AlabamaAchieves) (click *Teachers & Administrators* ∅ *Professional Development* ∅ *Professional Learning*) or by contacting personnel in that office at (334) 694-4883.

1. PLUs earned at the completion of professional studies and submitted for reinstatement must be:

- a. **ACLD-approved** and/or **locally approved** through either an Alabama city/county superintendent or an administrator of an Alabama nonpublic/private school; **AND**
- b. Verified on PowerSchool Professional Learning account report and earned through the Alabama Council for Leadership Development (ACLD), an Alabama public school system, or an Alabama nonpublic/private school system.

2. Graduate credit substituted for an **ACLD-approved** PLU shall be:

- a. Coursework that has been approved by the ALSDE as shown in the listing of courses found at [Alabama Achieves](http://AlabamaAchieves) (click *Teachers & Administrators* ∅ *Professional Development* ∅ *Professional Learning*); **AND**
- b. Limited to course credit in which a grade of B or above has been earned; **AND**
- c. 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
5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101

Option 2

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

Do not select the ETX option. If the ETX option is the default option, the transcript must be **mailed in a sealed envelope with the applicant's current full name and social security.**

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.

TEST INFORMATION

Applicants must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section of the ALSDE. **Praxis subject area test requirements are subject to change.** Information pertaining to testing changes may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Testing Information*).

1. Applicants using **Option 2** of the reinstatement options must successfully meet the Praxis subject area test requirements of the Alabama Educator Certification Assessment Program (AECAP) in effect on the date the application is received in the Educator Certification Section of the ALSDE.
2. Information about the Alabama-prescribed Praxis subject area test(s) of the AECAP may be obtained at [Praxis](#) (click *Other Certification Approaches* ⇨ *Reinstatement*) or by contacting the staff in the Educator Assessment Section at (334) 694-4594 or edassessment2@alsde.edu
3. **ONLY Alabama-prescribed Praxis subject area tests and their minimum required scores that are in effect on the date the application is received in the Educator Certification Section are accepted.**
4. **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only official Praxis score reports, electronically submitted with the applicant's complete social security number directly from the Educational Testing Service (ETS) to this Department, will be accepted.
5. ETS automatically forwards official Praxis score reports to this Department if the Alabama-prescribed test is taken in Alabama and the applicant's complete social security number is included. **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.**
6. Praxis subject area test(s) that are not prescribed for use in Alabama will not be reported to this Department by ETS.
7. The applicant's failure to provide his/her complete and correct social security number to ETS will delay the certification process.

Applicants are encouraged to read this document in its entirety to ensure they meet the application requirements. To apply through this approach, visit Alabama Achieves—Teacher Certification (click Certificate Renewal) and follow the provided instructions.