



**Continuation Requirements for Career and Technical Education Certificates  
(Type, Level, Specialty Area, and Degree Equivalent) that Expire June 30, 2025  
To continue a certificate is to update the certificate without allowing it to lapse.**

This certification approach is for individuals seeking to **continue** an Alabama Career and Technical Education Certificate (Type, Level, Specialty, and Degree Equivalent). As a professional educator certified by the Alabama State Department of Education (ALSDE), it is the educator's responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate. ***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 continue a certificate must be completed during the certificate's valid period and by the date of expiration reflected on the certificate. **Certificates are not continued prior to the calendar year of their expiration.**

The application to continue a certificate must be received in the Educator Certification Section of the ALSDE **between January 1 and June 30 of the calendar year of the certificate's expiration.**

Meeting requirements to continue a Professional Educator Certificate in an area *other than* administration and/or supervision or a renewable Career and Technical Certificate **will not** meet requirements to continue a Professional Leadership Certificate and/or a Professional Educator Certificate *in an area of administration and/or supervision*. See **Continuation Requirements for Professional Leadership Certificates**.

**TYPES OF CAREER AND TECHNICAL CERTIFICATES**

**NONRENEWABLE**

1. **Certificates that are nonrenewable (i.e., cannot be continued or reinstated) are:**
  - a. **Type I** certificates endorsed in technical education or health science;
  - b. **Level 1** certificates endorsed in technical education;
  - c. **Level 1, 2, and 3** certificates endorsed in health science;
  - d. **Specialty Area 1** certificates endorsed in technical education and/or a technical education program area or health science; **and**
  - e. **Bachelor's Equivalent 1** certificates endorsed in a technical education program area or health science.

Individuals who previously held these certificates and are seeking current career and technical certification in technical education or health science must meet the requirements for the **Bachelor's Equivalent 1** certificate endorsed in a specific technical education program area or health science. *Application for the Bachelor's Equivalent 1 Career and Technical Certificate in a Technical Education Program Area* or *Application for the Bachelor's Equivalent 1 Career and Technical Certificate in Health Science* must be submitted by the employing Alabama county/city superintendent to the Educator Certification Section.

**RENEWABLE**

2. **Certificates that may be continued or reinstated are:**
  - a. **Type II and III** certificates endorsed in technical education and/or a technical education program area or health science;
  - b. **Level 2, 3, 4, and 5** certificates endorsed in technical education and/or a technical education program area;
  - c. **Level 4 and 5** certificates endorsed in health science;
  - d. **Specialty Area 2, 3, 4, and 5** certificates endorsed in technical education and/or a technical education program area or health science;
  - e. **Degree Equivalent 2, 3, 4, and 5** certificates endorsed in a technical education program area; **and**
  - f. **Degree Equivalent 2, 3, and 4** certificates endorsed in health science.

All applications for continuation or reinstatement of **Type, Level, and Specialty Area** certificates will be reviewed by the Office of Career and Technical Education of the Department. Upon the review and recommendation, these certificates will be converted to the appropriate **Degree Equivalent 2, 3, 4, or 5** certificates endorsed in technical education and/or in the technical education program area(s) for which the applicant has met requirements or the appropriate **Degree Equivalent 2, 3, or 4** certificates endorsed in health science.

## CONTINUATION OPTIONS

Documentation verifying **one** of the following continuation options was met during the certificate's valid period:

### Option 1: 50 clock hours of allowable professional development

- Allowable clock hours of professional development must be documented:
  - In the applicant's **PowerSchool Professional Learning** account. Before application submission, the applicant should verify that allowable clock hours of professional development are under the correct ALSDE ID in PowerSchool Professional Learning. The Educator Certification Section will verify clock hours in PowerSchool, no additional documents must be submitted. To establish an account or for questions regarding PowerSchool Professional Learning, contact the PowerSchool Specialist at [pladmin@alsde.edu](mailto:pladmin@alsde.edu) or (334) 694-4883.
- On **Supplement VPD** by an **APPROVED PROVIDER**. Supplement VPD may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Miscellaneous Documents*)

### Option 2: Career and Technical Education Teacher Certification Program. (CTE TCP)

- Completion of CTE TCP Level 1 or CTE TCP Level 2 is documented in the applicant's PowerSchool Professional Learning account. Before application submission, the applicant should verify the appropriate training is under the correct ALSDE ID in PowerSchool Professional Learning. The Educator Certification Section will verify clock hours in PowerSchool, no additional documents must be submitted.

## REQUIREMENTS

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

Background clearance based on a fingerprint review.

- For applicants seeking certificate renewal 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). After 10 business days from the date of fingerprint submission you can check the status of your background check 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](mailto:bgr@alsde.edu)

I have verified my **valid** Alabama Career and Technical Certificate will expire June 30, 2025. The valid period of your certificate can be confirmed at [Certificate Search](#)

Submission of appropriate documents as indicated with Options 1 or 2.

If a renewable Career and Technical Certificate in Computer Science, Cosmetology & Barbering, or Health Science is 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.

## ALLOWABLE CLOCK HOURS OF PROFESSIONAL DEVELOPMENT

The Educator Certification Section reserves the right to request additional information regarding the professional development submitted. In addition, the Educator Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom or area of instructional support.

1. Clock hours of allowable professional development submitted for continuation shall be:
  - Consistent with the Alabama Standards for Professional Development and based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals, and evaluation of the activity.
  - Professional development activities **must** include the specific title, date, and number of clock hours. *Example: Communicating with Parents; January 12, 2024; 1.5 clock hours.* **Activities with generic titles such as "faculty meetings," "grade-level meetings," "teacher in-service," "institute," "clinic," "data meetings," "professional development," etc., are not specific titles of professional development activities. If titles such as these are used, a detailed explanation of each activity must be included.**
2. The following activities are only accepted if verified by the employer as allowable professional development (see **APPROVED PROVIDERS**, below for allowable employers). For certificate continuation, no more than 10 clock hours of each of the following activities may be counted as allowable professional development: Auditing of courses, Book Study, Journals/publications, Presentations, Supervising of Student Interns, or Educational Travel.
3. College course credit cannot be utilized as clock hours of professional development.
4. Certificates of completion will not be accepted.

## APPROVED PROVIDERS

The allowable clock hours of professional development **MUST** be verified by one of the entities listed below. **NO exceptions will be made regarding these providers.**

- A state or local public school (grades P-12);
- A church-related/parochial school (grades P-12);
- Alabama State Department of Education sponsored initiatives (e.g., AMSTI);
- A State Department of Education;
- A professional education association;
- A college/university that was regionally accredited or accredited by DEAC when the professional development was earned;
- An Alabama nonpublic/private school (grades P-12).
- An Alabama charter school (grades P-12).
- A nonpublic/private school or charter school (grades P-12) outside of Alabama  
The school must have been regionally accredited or approved by the State Department of Education where the school was geographically located when the professional development was earned. The school **MUST SUBMIT** documentation of their accreditation or approval by that State Department of Education, during the school year(s) the professional development was earned;
- A federally operated grades P-12 school (e.g., Department of Defense Education Activity);
- A Head Start Program under the legal jurisdiction of a public school system when the professional development was earned;
- A childcare facility below Kindergarten (Age 5) that was accredited by the National Association for the Education of Young Children (NAEYC) when the professional development was earned;
- eLearning for Educators-Alabama;
- Alabama Regional Inservice Centers;
- Alabama State Department of Education sponsored initiatives (e.g., AMSTI);
- State Departments of Education;
- Alabama Department of Early Childhood Education (e.g., Office of School Readiness);
- Professional education associations (e.g., Council for Leaders in Alabama Schools / State Affiliates of the National Education Association / American Federation of Teachers);
- Professional content area associations (e.g., National Council of Teachers of Mathematics);
- Alabama Public Television (APT);
- Regionally accredited college/university / accredited by DEAC; **OR**
- Continuing education courses completed at a regionally accredited college/university

## CAREER AND TECHNICAL EDUCATION TEACHER CERTIFICATION PROGRAM (CTE TCP) CTE TCP LEVEL 1 AND CTE TCP LEVEL 2

The Educator Certification and Career and Technical Education Sections reserve the right to request additional information regarding verification of the CTE TCP Level 1 or CTE Level 2. In addition, the Educator Certification Section reserves the right to deny any professional development submitted if it is not related to educational advancement in the classroom.

CTE TCP is a year-long professional development program designed to support Career and Technical Teachers with funding, teacher resources, student organizations, advisory committees, program evaluation, equipment lists, and professional development opportunities.

Information regarding registering for CTE TCP can be obtained through the Career and Technical Section of this Department at [ctetcp@alsde.edu](mailto:ctetcp@alsde.edu) or by contacting personnel in that office at 334-649-4876.