



### Continuation Requirements for Professional Educator Certificates that Expire June 30, 2025

*These are not requirements for areas of administration and supervision. See Continuation Requirements for Professional Leadership Certificates.*

**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 Professional Educator Certificate. 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.**

Individuals continuing a renewable Career and Technical Certificate in Computer Science, Cosmetology & Barbering, or Health Science will also have to meet an occupational proficiency requirement. **See Continuation Requirements for Career and Technical Certificates.**

#### 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)

**AND/OR**

- 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: 3 semester hours of allowable credit (coursework)

- Allowable credit must be documented on official transcripts. See **ALLOWABLE CREDIT** for guidelines and transcript submission.

If applicable, submission of Supplement RCR form verifying the credit completed is part of a State/state-approved P-12 educator preparation program. **Supplement RCR** may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Miscellaneous Documents*)

##### Option 3: Initial issuance or renewal of National Board for Professional Teaching Standards (NBPTS) certification

- The NBPTS certificate must have been **initially issued or renewed** during the valid period of the certificate(s). The NBPTS certificate will be verified on the [NBPTS](#) website. The Educator Certification Section will verify NBPTS certification, no additional documents must be submitted.

## REQUIREMENTS

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|  | A \$38.00 <b>nonrefundable</b> application fee. A transaction fee will be applied.   |
|  | Background clearance based on a fingerprint review.  |
|  | <ul style="list-style-type: none"><li>For applicants seeking <b>certificate renewal</b> 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 <a href="#">Certificate Search</a></li><li>For applicants who <b>have not</b> 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 <a href="#">Alabama Achieves – Teacher Certification</a>. If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or <a href="mailto:bgr@alsde.edu">bgr@alsde.edu</a></li></ul> |
|  | I have verified my <b>valid</b> Alabama Professional Educator Certificate will expire June 30, 2025. The valid period of your certificate can be confirmed at <a href="#">Certificate Search</a>   |
|  | Submission of appropriate documents as indicated with Options 1, 2, or 3.  |
|  | If a renewable Career and Technical Certificate in Computer Science, Cosmetology & Barbering, or Health Science is held, the following must <b>also</b> be attained and submitted, prior to the date the application is received in the Educator Certification Section:  |
|  | <b>Computer Science:</b> A <b>currently valid</b> passing score(s)/license(s) on an available ALSDE-approved <b>ENTRY LEVEL</b> or <b>MASTER LEVEL</b> occupational proficiency assessment.  |
|  | <b>Cosmetology &amp; Barbering:</b> A <b>currently valid</b> Alabama Cosmetology and Barbering Instructor licenses.  |
|  | <b>Health Science:</b> A <b>currently active</b> Alabama license in a registered nursing, paramedical, or approved allied health specialty.  |

## ALLOWABLE CLOCK HOURS OF PROFESSIONAL DEVELOPMENT

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| <p>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.</p> <ol style="list-style-type: none"><li>Clock hours of allowable professional development submitted for continuation shall be:<ul style="list-style-type: none"><li>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.</li><li>Professional development activities <b>must</b> include the specific title, date, and number of clock hours. <i>Example: Communicating with Parents; January 12, 2024; 1.5 clock hours.</i> <b>Activities with generic titles such as "faculty meetings," "grade-level meetings," "teacher in-service," "institute," "clinic," "data meetings," "professional development," etc., are <u>not</u> specific titles of professional development activities. If titles such as these are used, a detailed explanation of each activity must be included.</b></li></ul></li><li>The following activities are only accepted if verified by the employer as allowable professional development (see <b>APPROVED PROVIDERS</b>) 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.</li><li>College course credit cannot be utilized as clock hours of professional development.</li><li>Certificates of completion will not be accepted.</li></ol> |
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## 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.

## ALLOWABLE CREDIT (COURSEWORK)

1. Allowable credit earned and applied for continuation must be completed at a regionally accredited senior institution or an institution that was accredited by the Distance Education Association Commission (DEAC). If the institution is not accredited by either of these entities, please consult with the Educator Certification Section prior to completing the coursework.
2. Allowable credit must be earned in one of the following:
  - a. A State/state-approved P-12 educator preparation program; **OR**
  - b. An academic content course in the teaching field or area of instructional support of the certificate(s) held; **OR**
  - c. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

**Note:** For option 2.a., if credit is earned at a **non-Alabama** senior institution (see 1. above). Supplement RCR **must be submitted** to verify that the coursework is part of a state-approved P-12 educator preparation program. If credit is earned at an **Alabama** regionally accredited senior institution, Supplement RCR **may be requested** if the Educator Certification Section is unable to verify that the coursework is part of a State-approved P-12 educator preparation program.

3. Allowable credit must meet one of the following criteria:
  - a. For continuation of a Class B Professional Educator Certificate, the course(s) must be junior, senior, or graduate level and a grade of “C” or above must be earned in each course.
  - b. For continuation of a Class A or Class AA Professional Educator Certificate, the course(s) must be graduate-level courses (for which graduate credit must be earned), and a grade of “B” or above must be earned in each course.
4. Allowable credit used for certificate continuation must be verified on an official transcript(s). 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.

### Option 3

Submitted securely to the Educator Certification Section through electronic transmission **from the institution** as an electronic PDF, to [certtranscripts@alsde.edu](mailto:certtranscripts@alsde.edu)

**Transcripts submitted from an individual or a personal/business email account will not be accepted.**

5. Credit that was applied for issuance of a certificate cannot be applied toward its continuation.
6. Clock hours of allowable professional development are not equivalent to college course credit.

Applicants are encouraged to read this document in its entirety to ensure requirements are met to apply. To apply through this approach, visit [Alabama Achieves - Teacher Certification](#) (click *Certificate Renewal*) and follow provided instructions.