



**ALABAMA STATE DEPARTMENT OF EDUCATION
 EDUCATOR CERTIFICATION SECTION
 5215 GORDON PERSONS BUILDING
 POST OFFICE BOX 302101
 MONTGOMERY, AL 36130-2101
 Telephone: (334) 694-4557**

Paper Clip Only. Do NOT Staple.

Alabama Achieves

**Certificate Renewal (Reinstatement) of the Level II Speech-Language Pathology Assistant Certificate
 To **reinstate** a certificate is to make an expired certificate valid.**

FORM RSA

This application is to be completed for individuals seeking to reinstate the Level II Speech-Language Pathology Assistant Certificate who will be employed full-time as a Speech-Language Pathology Assistant.

The application process for the reinstatement of the Level II Speech-Language Pathology Assistant Certificate **must be completed in conjunction with an employing Alabama county/city superintendent.**

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)		Gender (Choose one)		Race (Choose one or more, regardless of Ethnicity)	
<input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		<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					
<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.

GENERAL INFORMATION

This application is to be completed for individuals seeking to reinstate the Level II Speech-Language Pathology Assistant Certificate (SLPAC) and who will be employed full-time as a Speech-Language Pathology Assistant. The application must be **submitted by the employing county/city superintendent** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

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

Meeting requirements to reinstate a Level II Speech Language Pathology Assistant 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*. **Visit the Continuation Requirements for Professional Leadership Certificates at [Alabama Achieves](#)** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Certificate Renewal*)

Individuals reinstating a renewable Career and Technical Certificate in Computer Science, Cosmetology & Barbering, or Health Science will also have to meet an occupational proficiency requirement. **Visit Continuation Requirements for Career and Technical Certificates at [Alabama Achieves](#)** (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Certificate Renewal*)

RECOMMENDATION

To be completed by the employing Alabama county/city superintendent.

I recommend this applicant for the reinstatement of the Level II SLPAC. This applicant will be a full-time employee whose full-time assignment will be as a Speech-Language Pathology Assistant in grades P-12.

My local board of education is willing to participate in the SLPAC Approach and has authorized me to employ the individual for whom this application packet is being submitted as a full-time employee, subject to the renewal of his/her Level II SLPAC. I understand that the SLPAC 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 SLPAC Approach.

I understand the certificate authorizes the applicant to serve only as a Speech-Language Pathology Assistant in grades P-12 and that the SLPAC is not appropriate for any other assignment.

I agree to provide supervision of the applicant during **every year of employment** as a Speech-Language Pathology Assistant with this school system by either a speech-language pathologist who holds a valid Alabama Class A or Class AA Professional Educator Certificate in speech or language impairment/speech-language pathology or a special education coordinator/supervisor who has a valid Alabama Professional Educator Certificate **in an area of special education**. I understand that this supervision will be monitored during ALSDE Special Education reviews, and failure to comply will be reported to the ALSDE Educator Certification Section.

I understand failure to comply with the rules of this approach will forfeit my opportunity to request the issuance or renewal of other SLPACs for my school system. It may result in the applicant no longer being eligible to hold an SLPAC.

I understand that failure to assign the applicant properly will result in an out-of-field penalty assessment for the employing public school system.

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

LEA Representative's Initials: _____

Signature of County/City Superintendent

School System

Typed or Printed Name

Mailing Address

Telephone Number

Date

City

State

ZIP Code

APPLICATION PACKET and CHECKLIST

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 RSA.

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.
- 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 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.

NOTE: The requirements for reinstatement of a Level II SLPAC are based on whether the applicant:

- Does not hold a valid Alabama Class A Professional Educator Certificate in an area of special education or
- Does hold a valid Alabama Class A Professional Educator Certificate in an area of special education or

REINSTATEMENT OPTION

For individuals who **DO NOT** hold a valid Alabama Class A Professional Educator Certificate in an area of special education

Documentation of the following reinstatement option was **completed within 2 years (24 months) immediately prior to the application being received in the Educator Certification Section.**

Option 1: 18 additional semester hours of allowable credit (coursework)

- Allowable credit must be documented on an official transcript documenting the following:
 - Graduate-level coursework with a grade of “B” or above.
AND one of the following:
 - An Alabama State-approved Alternative Class A special education educator preparation program.
 - A master’s degree-level speech-language pathology program that holds accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language Hearing Association (ASHA) or was in candidacy status of accreditation by the CAA of ASHA.
 - A combination of courses from the above two options.

See **ALLOWABLE CREDIT** for transcript submission.

REINSTATEMENT OPTIONS

For individuals who **DO HOLD** a valid Alabama Class A Professional Educator Certificate in an area of special education

Documentation of **one** of the following reinstatement options was **completed within 2 years (24 months) immediately prior to the application being received in the Educator Certification Section.**

Option 1: 9 additional semester hours of certain graduate credit

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

Option 2: 6 additional semester hours of certain graduate credit AND 50 clock hours of allowable professional development

- Allowable credit must be documented on official transcripts. See **ALLOWABLE CREDIT (COURSEWORK)** for guidelines and transcript submission.
- 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 or (334) 694-4883.

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 3: 150 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 or (334) 694-4883. **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*)

ALLOWABLE CREDIT (COURSEWORK)

Allowable Credit (Coursework) completed within 2 years (24 months) immediately prior to the application being received in the Educator Certification Section.

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution or accredited by the Distance Education Accreditation Commission (DEAC).
2. Allowable credit 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.

The credit must be earned from one of the following:

- An Alabama State-approved Alternative Class A special education educator preparation program.
 - A master’s degree-level speech-language pathology program that holds accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language Hearing Association (ASHA) or was in candidacy status of accreditation by the CAA of ASHA.
 - A combination of courses from the above two options.
3. Allowable credit must be earned in one of the following:
 - a. A State/state-approved P-12 educator preparation program in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - b. A State/state-approved P-12 educator preparation program in a different teaching field or area of instructional support of the certificate(s) held; **OR**
 - c. An academic content course in the teaching field or area of instructional support of the certificate(s) held; **OR**
 - d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.

Note: For options 3.a. or 3.b., if credit is earned at a **non-Alabama** regionally accredited senior institution, **Supplement RCR must be submitted** to verify that the coursework is part of a state-approved P-12 educator preparation program.

Note: For options 3.a. or 3.b., 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.

Supplement RCR may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Miscellaneous Documents*)

4. Allowable credit used for certificate continuation must be 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.

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.

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

ALLOWABLE CLOCK HOURS OF PROFESSIONAL DEVELOPMENT

Allowable Clock Hours of Professional Development completed within 2 years (24 months) immediately prior to the application being received in the Educator Certification Section.

The Educator Certification Section reserves the right to request additional information regarding the professional development submitted and 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 renewal shall be:
 - a. Consistent with the Alabama Standards for Professional Development may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Certificate Renewal* ⇨ *Professional Educator – Valid Certificate*) 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.
 - b. Verified on Supplement VPD, OR Supplement EXP, OR on the applicant’s PowerSchool Professional Learning training history report for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion.

Supplement VPD may be found at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Miscellaneous Documents*)
 - c. Professional development activities **must** include the specific title, date, and number of clock hours. *Example: Communicating with Parents; January 12, 2019; 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 **Professional Educational Work Experience** below for **APPROVED PROVIDERS**). For certificate continuation, no more than 10 clock hours of each of the following activities may be counted as allowable professional development:
 - a. Auditing of courses
 - b. Book Study
 - c. Journals/publications
 - d. Presentations
 - e. Supervising of student interns
 - f. Educational Travel
3. College course credit is not equivalent to clock hours of professional development.

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);

APPROVED PROVIDERS**(continued)**

- 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);
- 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.

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. Upon review of the file, additional information may be requested.

I understand the Level II Speech-Language Pathology Assistant Certificate is valid from the date of issuance through the remainder of the same scholastic year and thereafter for the next five consecutive scholastic years and is renewable.

I understand the Speech-Language Pathology Assistant Certificate authorizes me to serve **only** as a Speech-Language Pathology Assistant in grades P-12 in an Alabama public school system.

I understand during each year of my employment as a Speech-Language Pathology Assistant, the employing Alabama public school system must provide for supervision of my services.

I understand the supervision must be provided by an individual who holds either a valid Alabama Class A or Class AA Professional Educator Certificate in speech or language impairment/speech-language pathology or a special education coordinator/supervisor who holds a valid Alabama Professional Educator Certificate in an area of special education.

I understand the submission of supporting documents ONLY (e.g., PowerSchool Transcript) does not constitute making an application for certification. 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 [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ *Certificate Renewal*).

I understand **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**

I understand I must **thoroughly read** all requirements of this certification approach (Form RSA 01/2025).

I understand for renewal requirements of Professional Educator Certificates, *or* Professional Leadership Certificates and/or Professional Educator Certificates in *Areas of Administration and/or Supervision*, *or* renewable *Career and Technical Type, Level, Specialty Area, and Degree Equivalent Certificates*, see the appropriate application at [Alabama Achieves](#) (click *Teachers & Administrators* ⇨ *Teacher Center* ⇨ *Teacher Certification* ⇨ scroll down to *Certificate Renewal*)

I understand as a professional educator certified by the Alabama State Department of Education; it is my responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the certificate's valid period and submitting my application to the Educator Certification Section by the deadline.

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

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:

1. Supplement CIT, including supporting documentation
2. Form RSA
3. Money order, cashier's check, or receipt verifying online payment of \$38.00 application fee
4. 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