 Non-Academic Credit Pre-Approval Form

For Participants in Educational Travel

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:       State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

# TRAVEL INFORMATION

Prior to travel the participants must complete the first two sections of this form and submit it to the Teacher Certification Office at the address below. Within approximately 2 weeks you will receive notice of pre-approval or denial.

Sponsoring Educational Organization:

Educational Travel Destination(s):

Inclusive Dates of Travel:

Purpose or objective of educational travel (attach itinerary)?

# PRE-APPROVAL

Yes [ ]  No [ ]  **The travel described above has been pre-approved by the Teacher & Certification Office for Non-Academic Credit(s)**.

The activity described above has been pre-approved for       Non-Academic Credit(s).

Administrator’s Signature: Date:

If denied, reason for denial?

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Applicant Name:       Social Security Number:

# CHECKLIST

After returning from traveling, participants must:

**[ ]  Non-Academic Credit Pre-approval Form**Submit a copy of the completed Non-Academic Credit Pre-approval Form, showing pre-approval by the Teacher Certification Office.

**[ ]  Written Report**Submit a written report that summarizes the travel experience and reacts to a major idea presented by the sponsor of the educational travel. The report must clearly state the strengths, weaknesses, and educational value of the activity in relation to the participant’s teaching assignment.

**[ ]  Fee Schedule & Online Payment Center**

The fee for each non-academic credit is $50. You may pay with a credit card via the EED Online Payment Center, or a cashier’s check or a money order payable to DEED. **Personal checks will not be accepted.**

If paid for via the [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter). ([education.alaska.gov/TeacherCertification/PaymentCenter](https://education.alaska.gov/TeacherCertification/PaymentCenter)), include the DEED Payment receipt with your application.

# DEADLINE

Once complete, submit all supporting documentation to the Teacher Certification Office no later than:

Deadline:

# FINAL CREDIT APPROVAL

Yes [ ]  No [ ]  **Your participation in the travel has been approved by the Teacher Certification Office for Non-Academic Credit(s).**

You have been granted       Non-Academic Credit(s).

Administrator Signature: Date:

# SUBMIT YOUR APPLICATION

The form and supporting documents can be mailed, emailed (tcwebmail@alaska.gov) or faxed to the Teacher Certification office:

Department of Education and Early Development

Teacher Certification

PO Box 110500

Juneau, AK 99811-0500

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:

Email: Teacher Certification (tcwebmail@alaska.gov)
Phone: (907) 465-2831 Fax: (907)465-2441
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)