 Second Initial Teacher Certificate

Teacher Certification - Alaska Department of Education and Early Development

# REQUIREMENTS

An applicant who has met all of the requirements for Professional certificate with the exception of the two years of certified teaching experience in an accredited elementary or secondary school is qualified for a Second Initial Teacher certificate.

An applicant must meet the following requirements to qualify for a Second Initial Teacher Certificate that will be valid for three years:

* Completion of a bachelor’s degree from a regionally accredited university;
* Completed state-approved teacher preparation program, as verified with the [**State-Approved Program Verification form**](file:///%5C%5Ceedjnugb-na2%5Cgroups%5CTCert%5CAPPLICATIONS%20AND%20FORMS%5CState-Approved%20Program%20Verification%20form) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx);
* Passing scores on an approved [**Basic Competency Exam**](https://education.alaska.gov/TeacherCertification/praxis.html) (https://education.alaska.gov/teachercertification/praxis)
* Passing scores on an approved [**Content Area Exam**](https://education.alaska.gov/teachercertification/contentareaexams) (https://education.alaska.gov/teachercertification/contentareaexams)
* Three semester hours of an [**approved Alaska studies**](https://education.alaska.gov/teachercertification/alaska-studies)(https://education.alaska.gov/teachercertification/alaska-studies)course;
* Three semester hours of an [**approved Alaska multicultural**](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) course.
* Completion of six semester hours of college/university coursework within the five years prior to application
* Completion of the four [**Mandatory Training**](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) during the five years prior to receipt of your application.

If you do not meet the requirements above, check the [**Types of Certificates**](https://education.alaska.gov/TeacherCertification/Certification.html) (https://education.alaska.gov/teachercertification/certification) webpage or contact Teacher Certification for the appropriate certificate application.

An applicant may resubmit a Second Initial Teaching Certificate Application if the Professional Certificate requirement of two years of certified teaching experience in an accredited elementary or secondary school is not met.

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# 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:

Former Last Name(s):       Highest Educational Degree:

It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification office. All name changes must be supported with a photocopy of the legal document verifying the change.

# BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering “yes” or “no” to the questions as they apply to you. If the answer to any of these questions is “yes,” provide a written, detailed explanation of the incident and sign it. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence. It is not necessary to provide a written explanation of a minor traffic violation.

1. Have you been convicted for a violation of criminal law, except for minor traffic violations?
Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI). Yes [ ]  No [ ]
2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you?
This would include any state, province, territory, and/or country. Yes [ ]  No [ ]
3. Is there action pending to revoke or suspend a certificate issued to you by another jurisdiction?
If “yes,” list the agency, including contact information as well as the purpose of the investigation or inquiry. Yes [ ]  No [ ]
4. Have you ever had any adverse action taken on any certificate or license by another jurisdiction?
Adverse action includes letters of warning, reprimands, suspensions, revocations, surrenders, or voidance. Yes [ ]  No [ ]
5. Have you ever been investigated by another certification agency for allegations of misconduct?
If “yes,” list the agency, including contact information as well as the purpose of the investigation or inquiry. Yes [ ]  No [ ]
6. Have you ever been denied certification?
This would include any state, province, territory, and/or country. Yes [ ]  No [ ]

If you answered “yes” to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.

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# EMPLOYMENT STATUS

Are you currently under contract or have been offered a contract with a public school district in Alaska? Yes [ ]  No [ ]
If yes, please complete the following:

Alaska public school district:      Beginning contract date:

Position description:       Location:

RECORD OF TRAINING (COLLEGE/UNIVERSITY)

Official transcripts from the colleges/universities where you earned your degrees or completed your state-approved preparation program must be included with the application. If you completed your degree outside of the United States, a complete, original Foreign Evaluation must be submitted with your application. For more information concerning [Foreign Evaluations.](https://education.alaska.gov/TeacherCertification/forms/Foreign_Evaluation_Info.pdf) (https://education.alaska.gov/TeacherCertification/forms/Foreign\_Evaluation\_Info.pdf).

List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Attach an additional sheet of paper if necessary.

**Degree(s) Earned Institution City, State Major / Program Date Completed**

REQUIRED COURSEWORK/6 RECENCY CREDITS

List the six (6) semester hours or nine (9) quarter hours of credit earned college/university coursework completed during the prior five years. (If completed in the past five years, the Alaska Studies and Alaska Multicultural coursework can be used to meet this recency requirement.)

**College or University City, State Semester Credit Semester/Quarter**

 **Hours Earned Attended**

# POSITIONS HELD

Provide all the information requested concerning each position you have held in a public school district. Attach an additional sheet of paper if necessary.

**Year(s) School, District or Organization City, State Position FT/PT**

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# REQUESTED ENDORSEMENTS

Qualifying endorsements will only be granted if they have been requested in this section of the application. Endorsements will only be granted based on Alaska’s endorsement requirements. You may only request endorsement areas listed under the [Teaching Endorsements List](https://education.alaska.gov/teachercertification/available-endorsements) (https://education.alaska.gov/teachercertification/available-endorsements)

## STATE-APPROVED PROGRAM & CONTENT AREA EXAM

This method requires the completion of an approved teacher preparation program (university or alternative) and passing scores on the endorsement-related content area exam. If an endorsement is completed outside of Alaska, the applicant must be eligible to gain a comparable endorsement, including completing any required testing, for that state.

**Requested Endorsement Grade Levels State-Approved Program Content Area Exam**

**(University/State) (Vendor, Test Name, Exam #)**

## POSTED DEGREE, MAJOR, OR MINOR

This method requires completion of at least one of the following degrees in the content or specialist area for which the endorsement is requested: (a) a doctorate degree; (b) a master’s degree; or (c) a baccalaureate degree, with a posted major or posted minor of at least 18 semester hours in the endorsement area requested. Additional grade levels may not be added to your certificate through this method.

**Requested Endorsement University/College Semester Hours Date Degree Completed**

# MANDATORY TRAININGS

You must have completed the four mandatory trainings within the five years prior to the date of application. Submit the four DEED eLearning certificates of completion. If the four mandatory trainings were provided by your school district, NOT through the Department of Education and Early Development’s eLearning site, the [Mandatory Training Record form](https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) (https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) must be completed by your school district’s appointed designee in place of the certificates of completion.

Mandatory Trainings DEED District Date of Completion

Sexual abuse awareness and prevention (AS 14.30.355) [ ]  [ ]

Suicide awareness and prevention (AS 14.30.362) [ ]  [ ]

Alcohol or drug related disabilities (AS 14.20.680) [ ]  [ ]

Dating violence awareness and prevention (AS 14.30.356) [ ]  [ ]

# FINGERPRINT CARD

You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to request a card be sent to you. Use the [Fingerprint Card Checklist](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) to make sure that all required information has been provided.

OR

**Employment Verification** if you are under contract in a certified position in an Alaska public school district. You may submit a letter from the employing school district office, a salary placement statement or a photocopy of your current, signed contract as verification. A pay stub **does not** count as employment verification.

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# FEE SCHEDULE

The certificate fee is $200.00. The background check processing fee is an additional $60.00. You may pay with a credit card via the DEED Online Payment Center, cashier’s check, or money order (payable to DEED). Fees are non-refundable. Personal checks will not be accepted.

If payment is made through the Teacher Certification Online Payment Center a copy of the payment receipt must be submitted with this form. [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter) (https://education.alaska.gov/teachercertification/PaymentCenter)

# CHECKLIST

If you have previously submitted documents listed in the checklist below verify the documents are on file by contacting the Teacher Education & Certification Office (tcwebmail@alaska.gov).

**[ ] Completed Second Initial Teacher Certificate Application**

**[ ] Original State Approved Program Verification form**

**[ ] Official Transcripts**

**[ ] Mandatory Trainings (Certificates of completion from DEED or Mandatory Training Record form)**

**[ ] FBI Fingerprint Card (FD 258)**

**-OR-**

**Current Employment Verification**

**[ ] Passing scores on an Approved Basic Competency exam**

**[ ] Passing scores on a Content area exam**

[ ] **Payment Receipt/Money Order/Cashier’s Check**

# SIGNATURE

i certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature: Date:

# MAIL YOUR APPLICATION

The application and supporting documents must be mailed to the Teacher Certification office at the following address:

Department of Education and Early Development

Teacher Certification

PO Box 110500

Juneau, AK 99811-0500

Photocopies, scanned or faxed applications will not be accepted.

# 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)

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# FINGERPRINT CARD AND CRIMINAL HISTORY REPORT

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application per AS 14.20.020. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification.

The Teacher Education & Certification Office cannot accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) per AS 12.62.160(a) (5) and the Federal Bureau of Investigation (FBI)

If there is an error on your criminal history report, you may request the DPS correct the information. To begin the correction process, you must complete and submit a ***“Request to Correct Criminal Justice Information”*** form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, DPS has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. Find more information concerning criminal history reports at [DPS’s website](https://dps.alaska.gov/Statewide/R-I/Background/Home). (https://dps.alaska.gov/Statewide/R-I/Background/Home).

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification office (tcwebmail@alaska.gov) to request a card be sent to you via U.S.P.S. Find more information and instructions concerning fingerprint card requirements on the [teacher certification webpage](https://education.alaska.gov/TeacherCertification/fingerprints.html) (education.alaska.gov/TeacherCertification/fingerprints.html).

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

# PRIVACY STATEMENT

Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.