 Initial Two/Three-Year Teacher Certificate

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided and submit these pages on top of your application packet.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:

# REQUIREMENTS FOR INITIAL TWO-YEAR CERTIFICATE

An applicant must meet the following requirements to qualify for an Initial Two Year Teacher Certificate:

* 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**](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (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)
* Has never held an Initial or Provisional Alaska teacher certificate;
* Not eligible for reinstatement of a Professional or Master teacher certificate; and
* 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.

Meeting the requirements above will qualify the applicant for a two-year certificate that can be extended for a third year. In order to have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate.

To extend a two-year certificate for an additional year, the applicant must submit the following:

* Three semester hours of an [**approved Alaska studies**](https://education.alaska.gov/teachercertification/alaska-studies)(https://education.alaska.gov/teachercertification/alaska-studies)course; and
* Three semester hours of an [**approved Alaska multicultural**](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) course.

NOTE: An Initial certificate is extendable for up to three years as described above, it is not renewable.

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# INSTRUCTIONS

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all of the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to consult with a Certification Analyst.

You must submit all of the items required in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet.

Photocopied or faxed applications will not be accepted.

# INITIAL TWO-YEAR CHECKLIST

**[ ]  Initial Two & Three Year Checklist**Mark the checkbox next to each requirement to indicate the item is included in your application packet and include this checklist with your application.

**[ ]  Standard Application**Submit [**Standard Application**](https://education.alaska.gov/TeacherCertification/forms/standard-application.docx)(https://education.alaska.gov/TeacherCertification/forms/standard-application.docx) Make sure all sections of the application are complete.

**[ ]  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
Previous Background Clearance**If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to determine if your previous background check can be used for this application.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) from the colleges and universities listed in the Record of Training section on the standard application verifying a Bachelor’s Degree or higher, from a regionally accredited college or university.

If you completed your degree outside of the United States, a complete, original [Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application. Unofficial, photocopied, faxed or electronic documents will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

**[ ]  Mandatory Trainings**You must have completed the four [Mandatory Trainings](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) within the five years prior to the date of application.

Please provide certificate of completion of a training program approved by DEED’s eLearning

**OR**

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)

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**[ ]  Basic Competency Exam (BCE)**An original examinee score report must be included with your application. Photocopies will not be accepted. If you have passing Praxis CORE or Praxis I scores, they can be sent to the Teacher Education & Certification Office directly from [Educational Testing Service](http://www.ets.org) (www.ets.org), or you can include an original examinee score report with your application. Email the Teacher Education & Certification Office to verify passing Praxis CORE or Praxis I scores are on file.

Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.

**[ ]  Content Area Exam**In order to qualify for certification, you must have passing scores on an approved content area exam associated with the content or specialty area of your state-approved preparation program as indicated on your Program Verification form. An original or photocopy of the official score report must be submitted with your application or on file with the Teacher Education & Certification Office. Alaska accepts approved content area exams from other states and jurisdictions.

**[ ]  State-Approved Program Verification Form**A [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) must be included with this application.

If you completed your teacher preparation program outside of the United States, a [complete, original Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application.

Photocopies/faxes will not be accepted.

**[ ]  Fees**The certification fee is $200.00. The background check fee is $60.00. If you are required to provide a fingerprint card, submit a total of $260.00. You may pay with a credit card via the EED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the DEED Payment receipt with your application. Cashier’s check or money order (payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

[ ]  **Notarization**A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. See end of this document.

# 3RD YEAR EXTENSION REQUIREMENTS

**[ ]  Official transcripts** showing the completing of three semester hours of approved [Alaska Studies](https://education.alaska.gov/teachercertification/alaska-studies) (https://education.alaska.gov/teachercertification/alaska-studies) coursework.

**[ ]  Official transcripts** showing the completion of three semester hours of approved [Alaska Multicultural](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) coursework.

Note: If you are applying for the three- year certificate, include official, hard copy transcripts showing the completion of the required coursework with your application. Electronic transcripts will only be accepted when you are extending your Initial two-year certificate.

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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 #)**

## CONTENT AREA EXAMPLUS TEACHING EXPERIENCE

This method requires two years of teaching experience in the content area as well as passing scores on the endorsement-related content area exam. Additional grade levels may not be added to your certificate through this method.

**Requested Endorsement District & School School Years Content Area Exam (Vendor 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**

## CAREER AND TECHNICAL EDUCATION ENDORSEMENT

This method requires two years of teaching experience in a CTE area; six semester hours of coursework focused on classroom management, student assessment and CTE-specific teaching strategies; and successful completion of an approved CTE
content-specific industry competency exam as approved by the department.

**Requested Endorsement District & School School Years Content Area Exam (Vendor, Name, Exam #)**

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# IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teaching certificate (Initial, Professional, or Master). In order to maintain an Initial teaching certification, the requirements and timeline described in the Extension Checklist must be satisfied. If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible to teach in Alaska.

* If an item is missing or incomplete, your application packet will be returned unprocessed to the address you provide in the personal information section of your application.
* If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.

We recommend that you send your complete application packet to the Teacher Education & Certification Office using one of the many tracking options that are available at your local post office.

# NOTARIZATION

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

I have read the ***IMPORTANT INFORMATION*** concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application.

I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession. This becomes part of my official record.

Signature of Applicant:

Date:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

# SUBMIT YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development

Teacher Education & Certification

PO Box 110500

Juneau, AK 99811-0500

**scanned or faxed application packets will not be accepted**