



GREEN TO TEACH

CANDIDATE IMPLEMENTATION CHECKLIST

CANDIDATE NAME

ENDORSEMENT AREA

ANTICIPATED START TERM

This checklist is intended to assist candidates and partner organizations in navigating the requirements of the Green to Teach pathway. It outlines the responsibilities of the Alaska Department of Education & Early Development (DEED), the Anchorage School District (ASD), and the American Board for Certification of Teacher Excellence (ABCTE) across the pre-approval, program participation, and post-program certification phases.

Completion of this checklist does not replace statutory or regulatory requirements but serves as an operational guide to ensure all certification and placement requirements are met in proper sequence.

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT | DEED

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PRE-APPROVAL & AUTHORIZATION

- Submit completed Green to Teach pre-approval form to DEED
- Submit official bachelor's degree transcripts
- Pass required Praxis Core Academic Skills for Educators examinations
- Apply for Alaska Student Teacher Authorization Certificate
 - Green To Teach Pre-Approval Form in lieu of Student Teacher Program Enrollment Form
- Submit required documentation, background materials, and fees
- Obtain issued Student Teacher Authorization Certificate prior to beginning

POST-PROGRAM/INITIAL TEACHER CERTIFICATION

- Submit ABCTE certification completion and any updated official degree transcripts
- Submit completed Initial Alaska Teacher Certification application
- Submit required certification fees
- Provide verification of passing required examinations
- Provide documentation of completed required mandatory trainings
- Receive issued Initial Alaska Teacher Certificate

PARTICIPATING SCHOOL DISTRICT

THE CURRENT LIST OF PARTICIPATING DISTRICTS AND DISTRICT CONTACT INFORMATION IS MAINTAINED ON THE DEED GREEN TO TEACH WEBPAGE

APPLICATION & PLACEMENT REQUEST

- If eligible, apply for participation through the Dept. of Defense SkillBridge
- If not eligible apply directly to participating school district for Green to Teach placement
- Submit any required district application materials
- Interview or meet with district/site leadership as required
- Receive confirmation of placement eligibility from participating school district

PROGRAM PARTICIPATION

- Provide proof of active AK Student Teacher Authorization Certificate prior to start
- Complete all district onboarding and HR requirements
- Comply with district policies and professional conduct expectations
- Participate in assigned placement & supervised instructional responsibilities
- Maintain communication with supervising administrator/mentor

POST-PROGRAM

- Apply for employment with participating school district, if seeking continued employment
- Provide proof of issued Initial Alaska Teacher Certificate upon receipt

AMERICAN BOARD FOR CERTIFICATION OF TEACHER EXCELLENCE | AMERICAN BOARD

INFO@AMERICABOARD.ORG

ENROLLMENT

- Submit Green to Teach pre-approval form to American Board and receive enrollment discount code
- Pay tuition to American Board using the DEED-issued discount code
- Save your payment receipt/invoice
- Submit your payment receipt to your participating school district for tuition reimbursement*
- Your school district will process your reimbursement in accordance with district procedures and submit the reimbursement request to DEED

*TUITION REIMBURSEMENT

Candidates are responsible for paying tuition to American Board at the time of enrollment. Tuition reimbursement is processed through the participating school district after the candidate submits proof of payment. Districts may require program completion prior to reimbursement. Reimbursement is subject to available funding.

PROGRAM COMPLETION

- Prepare for American Board's PTK Exam using the online coursework modules
- Register for and pass American Board's PTK Exam
- Register for and pass AK's required subject area exam in specified content area
- Submit passing scores from AK's required subject area exam to American Board
- Receive your certificate of completion from American Board

POST-PROGRAM

- Provide American Board certificate of to DEED
- Retain documentation for submission with AK Initial Teacher Certification app.