

REGULAR TYPE B OR TYPE C CERTIFICATION APPLICATION



PERSONAL INFORMATION

LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE
HOME PHONE NUMBER	WORK OR MOBILE PHONE NUMBER	GENDER	
HOME EMAIL ADDRESS			
BIRTHDATE (MM-DD-YYYY)			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.
Contact information can be updated at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

BACKGROUND INFORMATION

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES NO 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 or license issued to you by another jurisdiction? If "yes," list the agency, including complete address and telephone number 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? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or avoidance).
- YES NO 5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," list the agency, including complete address and telephone number 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.

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.

- YES NO 7. Are you currently under contract or have you been offered a contract with a public school district in Alaska? If yes, please complete the following.
 Alaska public school district: _____, beginning contract date: _____

- YES NO 8. Have you ever held a teaching certificate in another state? If yes, please complete the following.
 STATE _____ EXPIRES: _____ STATE _____ EXPIRES _____

Department of Education & Early Development, Teacher Education and Certification
 801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500
 Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov

REGULAR TYPE B OR TYPE C CERTIFICATION APPLICATION



ETHNICITY

- ALASKA NATIVE
- ASIAN OR PACIFIC ISLANDER
- AFRICAN AMERICAN
- HISPANIC
- CAUCASIAN
- AMERICAN INDIAN/
NATIVE AMERICAN
- OTHER

ALASKA NATIVE: Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabaskan, Tlingit, Haida, or Tsimshian origin.

ASIAN OR PACIFIC ISLANDER: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

AFRICAN AMERICAN: (Not of Hispanic origin); any person having origins in any of the Black racial groups of Africa.

HISPANIC: Any person of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race

CAUCASIAN: (Not of Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

AMERICAN INDIAN/NATIVE AMERICAN: Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition.

TYPE OF CERTIFICATE

PLEASE INDICATE THE TYPE OF CERTIFICATE YOU CURRENTLY HOLD.

- | | |
|---|--|
| <input type="checkbox"/> TYPE B ADMINISTRATIVE PROVISIONAL (2-YEAR) | <input type="checkbox"/> TYPE B ADMINISTRATIVE REEMPLOYMENT (1-YEAR) |
| <input type="checkbox"/> TYPE C SPECIAL SERVICES PROVISIONAL (2-YEAR) | <input type="checkbox"/> TYPE C SPECIAL SERVICES REEMPLOYMENT (1-YEAR) |

If you do not hold one of the certificates listed above, use the Initial Type B or the Initial Type C application. The Initial Type B Administrative application is located at https://education.alaska.gov/TeacherCertification/forms/TYPE_B.pdf. The Initial Type C Special Services application is located at https://education.alaska.gov/TeacherCertification/forms/TYPE_C.pdf.

RECORD OF TRAINING

Official transcripts of all academic work completed must be included with the application or be on file with the Teacher Certification Office. Unofficial, photocopied, scanned or faxed transcripts will not be accepted. *Official transcripts may be opened, but not marked on in any way.*

In addition to official transcripts showing the completion of at least a bachelor's degree and a state approved teacher preparation program, the official transcripts included with the application or on file with our office must reflect the following:

- Three (3) semester hours of APPROVED Alaska Studies coursework.
- Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework.
- Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years. (The APPROVED Alaska Studies coursework and the APPROVED Multicultural/Cross-cultural Communications coursework will satisfy this requirement if they were completed within the past five years.)

List only those colleges and universities where you complete your degrees, your preparation program, and the coursework described above.

COLLEGE OR UNIVERSITY	CITY, STATE	DEGREE(S) EARNED	MAJOR/PROGRAM	YEARS ATTENDED


**REGULAR TYPE B OR TYPE C
CERTIFICATION APPLICATION**

REQUIREMENTS

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR THE **REGULAR** CERTIFICATE

- ALASKA STUDIES COURSEWORK**
Official transcripts reflecting 3 semester hours of APPROVED Alaska Studies coursework must be included with the application or on file with the Teacher Certification Office. To view a list of all approved courses, visit https://education.alaska.gov/TeacherCertification/pdf/Approved_Alaska_Studies_Courses.pdf

- MULTICULTURAL/CROSS-CULTURAL COMMUNICATIONS COURSEWORK**
Official transcripts reflecting 3 semester hours of APPROVED Multicultural/Cross-cultural Communications coursework must be included with the application or on file with the Teacher Certification Office. To view a list of all approved courses, visit https://education.alaska.gov/TeacherCertification/pdf/Approved_Multicultural_Ed_Courses.pdf

- SIX SEMESTER HOURS OF CREDIT WITHIN THE FIVE YEARS IMMEDIATELY PRECEDING THE APPLICATION.**
Official transcripts reflecting at least 6 semester hours (or 9 quarter hours) of credit earned within the previous five years must be included with the application or on file with the Teacher Certification Office. The APPROVED Alaska Studies coursework and APPROVED Multicultural/Cross-cultural Communications coursework will satisfy this requirement if they were completed within the past five years.

ADDITIONAL REQUIREMENTS FOR ALL **ADMINISTRATIVE (TYPE B)** APPLICATIONS:

- MASTER'S DEGREE OR HIGHER, FROM A REGIONALLY ACCREDITED INSTITUTION.**
Official transcripts reflecting all coursework and degree(s) must be included with the application or on file with the Teacher Certification Office.

- EDUCATIONAL ADMINISTRATION PROGRAM OFFERED BY A REGIONALLY ACCREDITED INSTITUTION OR A STATE-APPROVED PROGRAM**
The preparing institution or state agency must sign and endorse the Institutional or State Recommendation, indicating standards. The original Institutional or State Recommendation must be included with the application or on file with the Teacher Certification Office.

ADDITIONAL REQUIREMENTS FOR ALL **SPECIAL SERVICES (TYPE C)** APPLICATIONS:

- BACHELOR'S DEGREE OR HIGHER, FROM A REGIONALLY ACCREDITED INSTITUTION.**
Official transcripts reflecting all coursework and degree(s) must be included with the application or on file with the Teacher Certification Office.

- OR-**

- MASTER'S DEGREE OR HIGHER, FROM A REGIONALLY ACCREDITED INSTITUTION.**
A master's degree or higher is required for School Psychologists endorsement and, in most cases, for Speech/Language/Hearing endorsements. Official transcripts reflecting all coursework and degree(s) must be included with the application or on file with the Teacher Certification Office.

NOTARIZATION

STATE OF _____ DATE _____
(MONTH/DAY/YEAR)

_____ APPEARED BEFORE ME WHOSE
(NAME OF APPLICANT)

IDENTIFICATION I HAVE VERIFIED ON THE BASIS OF _____
(TYPE OF PHOTO ID)

TO BE THE SIGNER OF THIS APPLICATION AND HE/SHE
ACKNOWLEDGED THAT HE/SHE SIGNED IT.

(SIGNATURE OF NOTARY)

MY COMMISSION EXPIRES: _____

**IF A NOTARY IS NOT AVAILABLE, A POSTMASTER MAY
WITNESS, DATE STAMP AND SIGN THIS AFFIDAVIT.**

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

REGULAR TYPE B OR TYPE C CERTIFICATION APPLICATION



REQUESTED ENDORSEMENTS

List all requested endorsements, content or specialty area(s), and grade levels. Endorsements may be requested based on your Institutional Recommendation or State Recommendation. For School Psychology, the endorsement may be based on NASP certification. You may only request endorsement areas found on the "List of Endorsements" located on the last page of this application. Qualifying endorsements will only be granted if they have been requested in this section of the application.

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
(SAMPLE) ELEMENTARY EDUCATION	K-8	2. _____	_____
1. _____	_____	3. _____	_____

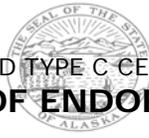
CHECKLIST

The following items must be included with your application packet or be on file with the Teacher Certification Office. If any item is missing and not already on file with our office, the entire application packet will be returned, unprocessed. Please confirm with each checkbox that each item is included or on file with the Teacher Certification Office.

- Complete Regular Certification Application**
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. The application must be mailed to the Teacher Certification office at the address below. Photocopies/faxes will not be accepted.
- Signature and Notarization**
The 'NOTARIZATION' section of the application must be completed by all applicants. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.
- Application Fees**
The application fee for a Regular certificate is \$200. The background processing fee is \$60. Fees are non-refundable. If you are required to submit a fingerprint card with your application, submit a total fee of \$260.00. Please refer to the 'FEE SCHEDULE' section of the application. PERSONAL CHECKS ARE NOT ACCEPTED.
- Employment Verification**
Verification of current employment in a certified position in a public school district in Alaska.
You may submit a letter from the employing school district office, a salary placement statement or a photocopy of your current contract as verification.
 - For Applications During the School Year**
Submit employment verification for the current school year.
 - For Applications During the Summer Months**
Applications submitted prior to July 1st must include employment verification from the previous school year.
Applications submitted after July 1st must include employment verification for the following school year.

-OR-

 - Fingerprint Card**
One (1) FBI fingerprint card (Form FD-258)
If you cannot obtain the fingerprint card locally, email [Teacher Certification](mailto:TeacherCertification@alaska.gov) to request a card be sent to you.
If any section of the fingerprint card is incomplete, the entire application packet will be returned.
- Official Transcripts**
 - Official transcripts of all academic work completed must be included with the application or on file with Teacher Certification. Unofficial, photocopied, scanned or faxed transcripts will not be accepted.
Official transcripts may be opened, but not marked on in any way.
 - Official transcripts must also reflect the following:
 - Three (3) semester hours of APPROVED Alaska Studies coursework
 - Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework
 - Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years (The APPROVED Alaska Studies coursework and the APPROVED Multicultural/Cross-cultural Communications coursework will satisfy this requirement if they were completed within the past five years.)
- Original Institutional or State Recommendation**
An original Institutional or State Recommendation must be included with this application or be on file with the Office of Teacher Certification. Photocopies/faxes will not be accepted. If this document was submitted with a previous application, please email Teacher Certification to verify it is on file.



REGULAR TYPE B AND TYPE C CERTIFICATION APPLICATION
LIST OF ENDORSEMENTS

ADMINISTRATIVE ENDORSEMENTS

PRINCIPAL
SUPERINTENDENT
CURRICULUM
ADMINISTRATION
DIRECTOR OF VOCATIONAL EDUCATION
DIRECTOR OF SPECIAL EDUCATION

SPECIAL SERVICES ENDORSEMENTS

SCHOOL COUNSELOR
GUIDANCE AND COUNSELING

SCHOOL LIBRARIAN
LIBRARY SCIENCE
MEDIA SPECIALIST

SCHOOL NURSE
NURSING

SCHOOL PSYCHOLOGIST
SCHOOL PSYCHOMETRIST
EDUCATIONAL DIAGNOSTICIAN

SCHOOL SOCIAL WORK

SPEECH/LANGUAGE PATHOLOGY
SPEECH PATHOLOGY
AUDIOLOGY
SPEECH AND HEARING
SPEECH THERAPY

OCCUPATIONAL THERAPY
PHYSICAL THERAPY
ORIENTATION AND MOBILITY

GRADE LEVELS

BIRTH – GRADE 3	GRADES K-3	GRADES 5-8	GRADES 7-10	GRADES 9-12
PRE K – GRADE 3	GRADES K-5	GRADES 5-12	GRADES 7-12	
PRE K – GRADE 12	GRADES K-8			
	GRADES K-12			

Important Note: Other grade level combinations are available. Grade levels reflect the range of grades that your preparation program is approved to prepare you to teach.