



APPLICATION INSTRUCTIONS
INITIAL ADMINISTRATIVE CERTIFICATION

Page 1 of 16

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Certification Office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Certification Office. You may update your contact information by emailing the Teacher Certification Office at tcwebmail@alaska.gov or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

BACKGROUND INFORMATION

Answer the questions one through eight (1-8) carefully and completely. Answer "yes" or "no" to questions one through six (1-6) 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. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving Under the Influence (DUI).

If you answer "yes" to question seven (7) or eight (8), provide the information requested.

If a signed, detailed explanation is not provided for any "yes" answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed.

Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.

ETHNICITY

Check the box that most appropriately applies to you. Definitions for each choice are provided.

CERTIFICATION REQUIREMENTS

Check the box next to the Administrative certificate (Provisional, Regular, or Reemployment) for which you are eligible to apply. Use the list of requirements for all applicants and the list of requirements under each certificate description to determine your eligibility.

If you are applying for the Special Education Administrator endorsement, check the box next to the type of Administrative certificate (Type B or Type F) for which you are eligible.

Applicants must meet additional requirements for an administrative certificate with a special education administrator or superintendent endorsement. Read the information in the Endorsement Requirements box below to determine if you are eligible for these endorsements.

RECORD OF TRAINING

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. Official transcripts of all academic work completed must be submitted with the application. Your official transcripts must show the completion of at least a master's degree from a regionally accredited university to qualify for administrative certification. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.

If you have completed the required Alaska multicultural, Alaska studies and recency credit coursework, provide the requested information. If you have not completed the coursework, indicate the courses you plan to take and the anticipated dates of completion.

Official transcripts and/or foreign evaluations may be opened, but not marked on in any way. Unofficial, photocopied, electronic or faxed transcripts or evaluations will not be accepted.

Do not request universities to submit transcripts directly to the Teacher Certification Office. If your application packet is missing any of your transcripts, your application will be returned unprocessed.


APPLICATION INSTRUCTIONS
INITIAL ADMINISTRATIVE CERTIFICATION

POSITIONS HELD

List all previous and current certified educational positions held. Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

Administrative certification requires at least three (3) years or three (3) FTE of employment as a certified teacher or special service provider. If you are using certified employment from outside of Alaska to satisfy this requirement, you must include a copy of your out-of-state certificate with your application packet.

Calculating the Full Time Equivalency (FTE) For a full-time position lasting a full school year, the FTE would equal one. For a half-time position lasting a full school year, the FTE would equal 0.50 or one half. For a half-time position lasting for half a school year, the FTE would be 0.25 or one quarter. To satisfy this requirement, the applicant must provide a list of positions that total the required FTE.

Substitute positions cannot be used to satisfy this requirement.

Employment Outside of Alaska If any of the positions you are using to satisfy the employment requirements were held in a state other than Alaska, a copy of your teacher, administrative or special services certificate from the state where the employment was completed must be included with your application. The out-of-state certificate must have been valid during the employment period.

If your application does not provide sufficient evidence of the required certified employment, your application will be returned unprocessed.

PREVIOUS ALASKA CERTIFICATION

Check the box next to the statement that describes your Alaska certification status. If applicable, provide the requested information concerning your previous Alaska administrative certificate(s).

OUT-OF-STATE CERTIFICATION

Check the box next to the statement(s) if it describes your situation. If applicable, include the required out-of-state certificate in your application packet.

REQUESTED ENDORSEMENTS

Endorsements will only be granted if they have been **requested** in this section of the application. List all endorsements that you are requesting to be on your certificate. When requesting an endorsement, indicate endorsement area *and* grade level if applicable.

Requesting an endorsement does not guarantee that the endorsement will be granted. Endorsements will only be granted based on Alaska's endorsement requirements.

Additional Endorsement Requirements:

Superintendent endorsement: In addition to the completion of a superintendent state-approved program, a superintendent endorsement requires a minimum of five (5) years or five (5) FTE of employment as a certified teacher or school administrator in an elementary or secondary program. Of those five years, at least three years or three (3) FTE of employment must be as a certified teacher and one (1) year or one (1) FTE of employment must be as a certified administrator.

Special Education Administrator endorsement on an Administrative Certificate (Type B): In addition to the completion of a special education administrative state-approved program, a special education administrator endorsement on a Type B administrative certificate requires three (3) years or three (3) FTE of employment as a certified teacher in an elementary or secondary program.

Special Education Administrator endorsement on a Special Education Administrative Certificate (Type F): In addition to the completion of a special education administrative state-approved program, a special education administrator endorsement on a Type F administrative certificate requires three (3) years or three (3) FTE of employment as a certified school counselor, speech pathologist, or school psychologist in an elementary or secondary program. *The Special Education Administrative certificate (Type F) only qualifies the holder to be employed as a Special Education Administrator in an Alaska public school. It does not make the holder eligible to be employed as a special education teacher or a school principal in an Alaska public school.*

If the requested endorsement section is not completed, your application will be returned unprocessed.



APPLICATION INSTRUCTIONS
INITIAL ADMINISTRATIVE CERTIFICATION

FEE SCHEDULE

The application fee is \$200.00. The background check processing fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a cashier's check, money order, credit card or debit card (Visa, Discover or MasterCard). Fees are non-refundable.

Personal checks will not be accepted.

Cashier's checks or money orders must be made payable to the Alaska Department of Education & Early Development (EED). If paying by credit or debit card, complete all the information in this section, including the name on the card and the cardholder's signature.

If your application is submitted with a personal check or without a valid form of payment, your application will be returned unprocessed.

FINGERPRINT CARD CHECKLISTS

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application. 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 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) and the Federal Bureau of Investigation (FBI).

If there is an error on your criminal history report, you may request the Alaska Department of Public Safety (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, the Department of Public Safety (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. More information concerning criminal history reports can be located at <http://www.dps.state.ak.us/Statewide/background/default.aspx>.

If you cannot obtain a fingerprint card locally, email the Teacher Certification Office at tcwebmail@alaska.gov to request a card be sent to you. More information and instructions can be found at <http://www.eed.state.ak.us/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.

Fingerprint card exceptions:

If you currently hold an Alaska teacher or special services certificate and are currently employed in a certified position in an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.

If you have submitted a fingerprint card for a background check to the Teacher Certification Office in the previous six months, you may be eligible to use your previous background check for this application.

If you have any questions concerning employment verification or a previous background check, email the Teacher Certification Office at tcwebmail@alaska.gov.

If your application is submitted without a complete fingerprint card or an acceptable alternative, your application will be returned unprocessed.


APPLICATION INSTRUCTIONS
INITIAL ADMINISTRATIVE CERTIFICATION

REQUIREMENT CHECKLISTS

You must satisfy all requirements listed in this section in order to qualify for certification. You must include all the items on the checklists that apply to the type of certificate for which you are applying in a single application packet. Review your application packet for completeness before submitting it to the Teacher Certification Office.

If you have questions about the requirements, email the Teacher Certification Office at tcwebmail@alaska.gov.

If you have not met all of the requirements listed in this section or your application packet is missing any of the required items or any item is incomplete, your application will be returned unprocessed.

IMPORTANT NOTES

Read the important notes that are associated with the type of certificate for which you are applying. When you sign the notarization section, you will attest that you understand the requirements that will need to be met to maintain your Alaska certification.

NOTARIZATION

The application must be signed and dated by the applicant in the presence of a Notary Public or Postmaster. The application must be notarized by a certified Notary Public. If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

If any portion of this section is incomplete, your application will be returned unprocessed.

INSTITUTIONAL & STATE RECOMMENDATIONS

You must submit an Institutional or a State Recommendation form with this application. These forms are located on pages 11-14. Use only the form that applies to your situation.

The appropriate form must first be sent to the university or state agency where you completed a state-approved preparation program. More detailed directions on the completion of these forms can be found on page 11.

Out-of-State Certificate: If you are applying with a State Recommendation, you will need to include an official, regular certificate issued directly from that state's Department of Education where you completed your administrative program. **Photocopies will not be accepted.** If the state's Department of Education that issued your Out-of-State certificate only provides electronic certificates, send a printout of the certificate from the website and provide the web address where the Teacher Certification Office can verify the status of your Out-of-State administrative certificate.

If your application packet does not include an Institutional or a State Recommendation and an official, regular administrative certificate from the state where you completed your program, your application will be returned unprocessed.

MAIL YOUR APPLICATION

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

Department of Education & Early Development
Teacher Education & Certification
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

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 (i.e. Out-of-State certificate) returned, you must include a self-addressed, stamped envelope with your application packet.


TEACHER CERTIFICATION APPLICATION
INITIAL ADMINISTRATIVE CERTIFICATION

PERSONAL INFORMATION (See instructions on page 1)

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

BACKGROUND INFORMATION (See instructions on page 1)

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a written, detailed explanation of the incident in the box below.

- YES NO 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? **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," on a separate sheet of paper, 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," on a separate sheet of paper, 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 written, detailed explanation here. If you need additional space, provide the explanation on a separate sheet of paper and sign it.

- YES NO 7. Have you ever held a teaching, administrative or special services certificate in another state? If yes, complete the following.
STATE _____ EXPIRES: _____ STATE _____ EXPIRES _____
- YES NO 8. Are you currently under contract or have been offered a contract with a public school district in Alaska? If yes, complete the following.
Alaska public school district: _____, beginning contract date: _____


 TEACHER CERTIFICATION APPLICATION
INITIAL ADMINISTRATIVE CERTIFICATION

ETHNICITY (See instructions on page 1)

- 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, Athabascan, 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.

CERTIFICATE REQUIREMENTS (See instructions on page 1)

Check the box(es) next to the type of certificate for which you are applying. If you are applying for the Special Education Administrator endorsement, check the box next to the type of Administrative certificate (Type B or Type F) for which you are eligible.

REQUIREMENTS FOR ALL APPLICANTS: To be eligible for an Administrative certificate, all applicants must have completed the following:

- ❖ A state-approved school administrative preparation program
- ❖ A master's degree or higher from a regionally accredited university
- ❖ At least three years of employment as a certified teacher or as a certified special service provider in an elementary or secondary program

PROVISIONAL/2-YEAR

- ❖ Never held a Provisional Alaska administrative certificate
- and-**
- ❖ Not eligible for reinstatement of a Regular administrative certificate

REGULAR/5-YEAR

- ❖ Official transcripts showing:
 - 3 semester hours of approved Alaska studies coursework
 - 3 semester hours of approved Alaska multicultural coursework
 - 6 semester hours of recency credit

REEMPLOYMENT/1-YEAR

- ❖ Has never held an Alaska Reemployment administrative certificate
- ❖ Held an Alaska administrative certificate that was valid for at least two years
- ❖ Not eligible for reinstatement of a Regular administrative certificate
- ❖ Held an regular or provisional certificate that expired more than one year prior to application

ENDORSEMENT REQUIREMENTS
SPECIAL EDUCATION ADMINISTRATOR ENDORSEMENT

ADMINISTRATIVE CERTIFICATE (TYPE B) To be eligible for an Administrative certificate (Type B) with a Special Education Administrator endorsement, an applicant must have satisfied the requirements of a provisional or regular administrative certificate, have 3 years of employment as a certified teacher and have completed a state-approved Special Education Administrative program.

SPECIAL EDUCATION ADMINISTER CERTIFICATE (TYPE F) To be eligible for an Administrative certificate (Type F) with a Special Education Administrator endorsement, an applicant must have satisfied the requirements of a provisional or regular administrative certificate, have 3 years of employment as a certified school counselor, speech pathologist, or school psychologist, and have completed a state-approved Special Education Administrative program. *The Special Education Administrative certificate (Type F) only qualifies the holder to be employed as a Special Education Administrator with an Alaska public school district. It does not make the holder eligible to be employed as a special education teacher or a school principal in an Alaska public school.*

SUPERINTENDENT ENDORSEMENT

To be eligible for a superintendent endorsement, an applicant must satisfy the requirements of a provisional or regular administrative certificate, have completed a state-approved superintendent program and have 5 years of employment as a certified teacher or school administrator in an elementary or secondary program. Of those five years, at least 3 years of employment must be as a certified teacher and at least 1 year of employment must be as a certified administrator.


 TEACHER CERTIFICATION APPLICATION
INITIAL ADMINISTRATIVE CERTIFICATION

RECORD OF TRAINING (See instructions on page 1)

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

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

Indicate the college or university where you have met or plan to meet the following coursework requirements.

REQUIREMENTS	COLLEGE OR UNIVERSITY	COURSE NUMBER(S)	DATE OR ANTICIPATED DATE OF COMPLETION
Three (3) semester hours of APPROVED Alaska studies coursework			
Three (3) semester hours of APPROVED Alaska multicultural coursework			
*Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years.			

*If completed in the past five years, the Alaska studies and Alaska multicultural coursework can be used to meet the recency requirement.

POSITIONS HELD (See instructions on page 2)

List all previous and current certified educational positions below. Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

SCHOOL YEAR(S)	DAYS PER YEAR	DISTRICT NAME	CITY, STATE	POSITION TITLE	SCHOOL/DISTRICT PHONE NUMBER	FULL TIME EQUIVALENCY

PREVIOUS ALASKA CERTIFICATION (See instructions on page 2)

Indicate which statement describes your Alaska certification status.

- I have never held an Alaska administrative certificate.
- I have held the following Alaska administrative certificates with the issue dates indicated below:

Certificate Type	Issue Date(s)
Provisional/Temporary	
Regular (5-year)	

Certificate Type	Issue Date (s)
Reemployment	
Retired/Lifetime	


 TEACHER CERTIFICATION APPLICATION
INITIAL ADMINISTRATIVE CERTIFICATION

OUT-OF-STATE CERTIFICATION (See instructions on page 2)

Check the box next to the statement(s) that applies to your situation.

- I completed a state-approved alternate route administrative preparation program. In my application packet, I am including an original, regular out-of-state administrative certificate from the state where I completed my program.
- I satisfied the employment requirements for an Alaska administrative certificate in a state other than Alaska. In my application packet, I am including a copy of my out-of-state teaching, administrative and/or special services certificate(s) to document that I held the required certification during the employment listed in the "POSITIONS HELD" section.

REQUESTED ENDORSEMENTS (See instructions on page 2)

List all requested endorsements and grade levels. Qualifying endorsements will only be granted if they have been requested in this section of the application. **You may only request endorsement areas found on the "List of Endorsements" located on page 12 of this application.**

PROVISIONAL/REGULAR: Endorsements may only be requested based on your Institutional Recommendation or State Recommendation.

REEMPLOYMENT: Endorsements may only be requested based on your previous Alaska administrative certificate.

ENDORSEMENT AREA	GRADE LEVEL(S)	ENDORSEMENT AREA	GRADE LEVEL(S)
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

FEE SCHEDULE (See instructions on page 3)

The application fee is \$200.00. The fingerprint card processing fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. Fees are non-refundable. You may pay with a cashier's check, money order, credit card or debit card (Visa, Discover or MasterCard). **Personal checks are not accepted.**

Cashier's checks or money orders must be payable to the Alaska Department of Education & Early Development (EED). If paying by credit or debit card, complete all the information below, including the name on the card and the cardholder's signature.

<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table>					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> / <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table>			<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> . <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> . <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> </table>			
CREDIT CARD NUMBER	EXPIRATION DATE(MM/YY)	AMOUNT									

NAME ON CREDIT CARD _____

CARDHOLDER'S SIGNATURE _____

FINGERPRINT CARD CHECKLIST (See instructions on page 3)

If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, use the following checklist to make sure that all the required information on the fingerprint card has been completed.

- Fingerprints must be rolled by a trained technician.
- The technician must sign and date the card in the appropriate space.
- All personal information below must be filled in:
 - signature
 - residence
 - citizenship
 - gender
 - height
 - weight
 - race
 - eye color
 - hair color
 - date of birth
 - place of birth

TEACHER CERTIFICATION APPLICATION
INITIAL ADMINISTRATIVE CERTIFICATION



REQUIREMENT CHECKLISTS (See instructions on page 4)

You must include all of the items required for the certificate for which you are applying 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/faxed applications will not be accepted.**

ALL APPLICANTS

- Complete Application** (pages 5 - 10)
Make sure all sections of the application are complete. Mail the complete packet to the Teacher Certification Office at the address provided at the bottom of page 4. For additional information, see instructions on page 1 – 4.
- Official transcripts verifying a Master’s Degree or higher, from a regionally accredited institution** (page 7)
Official transcripts reflecting all coursework and degree(s) must be submitted with the application. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application. **Unofficial, photocopied, faxed, scanned or electronic documents will not be accepted.** (More information on page 1)
- Verification of satisfactory employment in certified educational positions** (page 7)
The ‘POSITIONS HELD’ section must list all previous and current certified educational positions. A minimum of three years of experience is required for all administrative certificates. See the specific requirements for the Superintendent and Special Education Administrator (Director of Special Education) endorsements at the bottom of page 2.
-AND-
Out-of-State Certificate If any of the positions you are using to satisfy the employment requirements were held in a state other than Alaska, a copy of your teacher, administrative or special services certificate from the state where you were employed will need to be included with your application. The out-of-state certificate must have been valid during the employment period. (More information on page 2)
- Institutional Recommendation verifying the completion of state-approved Administrative Preparation Program offered by a regionally accredited institution** (pages 13-14)
The preparing institution must complete the Institutional Recommendation (IR) form. The **original** form must be included with the application. *Photocopies/faxes will not be accepted.* (More information on page 11)
-OR-
State Recommendation verifying the completion of a state-approved Administrative Preparation Program offered by the state education agency (pages 15-16)
The preparing state education agency must complete the State Recommendation form. The **original** form must be included with the application. *Photocopies/faxes will not be accepted.* -AND-
Out-of-State Certificate In addition to a State Recommendation form, include an original, regular administrative certificate issued directly from the state’s Department of Education where you completed your administrative program. (More information on page 11)
-OR-
Foreign Evaluation verifying the completion of an administrative preparation outside of the United States
(See https://education.alaska.gov/TeacherCertification/forms/Foreign_Evaluation_Info.pdf).
- Application Fees** (page 8)
The application fee is \$200.00. The background check processing fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. Fees are non-refundable. You may pay with a cashier’s check, money order, or credit or debit card (Visa, Discovery or MasterCard). **Personal checks will not be accepted.** (More information on page 3)
- Fingerprint Card** (page 8)
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 Certification Office to request a card be sent to you. Use the **Fingerprint Card Checklist** to make sure that all required information has been provided.
-OR-
Employment Verification
If you currently hold an Alaska teacher or special services certificate and have been employed in a certified position in an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.
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.

A letter from the employing school district personnel department or a photocopy of your fully signed contract can be used for employment verification. Email the Teacher Certification Office at tcwebmail@alaska.gov if you have any questions.
-OR-
Previous Background Clearance
If you have submitted a fingerprint card for a background check to the Teacher Certification Office in the previous six months, email the Teacher Certification Office at tcwebmail@alaska.gov to determine if your previous background check can be used for this application. (More information on page 3)
- Signature and Notarization** (page 8)
The “Notarization” section of the application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. (More information on page 4)

ALL APPLICANTS

CONTINUED ON THE NEXT PAGE

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


 TEACHER CERTIFICATION APPLICATION
INITIAL ADMINISTRATIVE CERTIFICATION

ADDITIONAL REQUIREMENT CHECKLISTS

- | | | |
|----------------------|---|---|
| REGULAR | } | <p>REGULAR/5-YEAR</p> <p><input type="checkbox"/> Official transcripts verifying the completion of 3 semester hours of approved Alaska studies, 3 semester hours of approved Alaska multicultural coursework and 6 semester hours of recency credit. The recency credit must have been complete in the five years prior to application. (page 7) Official transcripts reflecting all the required coursework must be included with the application. Unofficial, photocopied, faxed, or electronic transcripts will not be accepted. If completed in the past five years, the Alaska Studies and Alaska Multicultural coursework can be used to satisfy the recency requirement. <i>Official transcripts may be opened, but not marked on in any way.</i> (More information on page 1)</p> |
| STATE RECOMMENDATION | } | <p>APPLYING WITH A STATE RECOMMENDATION</p> <p><input type="checkbox"/> Official, regular administrative certificate issued by the state where you completed your administrative program. (page 3) If you are applying with a state recommendation, include an official, regular administrative certificate issued directly from that state's Department of Education where you completed your administrative program. Photocopies will not be accepted. If the state's Department of Education that issued your Out-of-State certificate only provides electronic certificates, send a printout of the certificate from the website and provide the web address where the Teacher Certification Office can verify the status of your regular, Out-of-State administrative certificate. (More information on page 1)</p> |
| RE-EMPLOYMENT | } | <p>REEMPLOYMENT/1-YEAR</p> <p><input type="checkbox"/> Previous Alaska provisional or regular administrative certificate that has been expired for longer than one year. (page 5) A copy of your expired Alaska administrative certificate must be included with the application. NOTE: If you choose this option, within one year from the date the application is received by the Teacher Certification Office, you must meet all requirements and apply for the Regular administrative certificate. (More information on page 2)</p> |

IMPORTANT NOTES (See instructions on page 4)

PROVISIONAL/2-YEAR

Within two years from the date that your application was received by the Teacher Certification Office, you must be eligible to apply for a Regular administrative certificate. In order to be eligible, you must have official transcripts showing the completion of 3 semester hours of [approved Alaska studies coursework](#), 3 semester hours of [approved Alaska multicultural coursework](#) and 6 semester hours of recency credit. To apply for a Regular administrative certificate, you must submit in one application packet your Regular administrative application and your official transcripts showing completion of the required coursework to the Teacher Certification Office. **If you do not satisfy these requirements, you will no longer be eligible to be employed as an administrator in an Alaska public school when your Provisional administrative certificate expires.**

REEMPLOYMENT/1-YEAR

When your Reemployment certificate expires, you must meet all requirements for and apply for a Regular administrative certificate. **If you do not satisfy these requirements and apply for a Regular administrative certificate, you will no longer be eligible to be employed as an administrator in an Alaska public school when your Reemployment administrative certificate expires.**

REGULAR/5-YEAR

Your Regular/5-year administrative certificate is renewable. To renew a Regular administrative certificate, you will need to complete six semester hours of renewal credit during the life of the certificate being renewed. More information concerning the renewal process is available at <https://education.alaska.gov/TeacherCertification/forms/ReneworReinstateCertificates.pdf>.

NOTARIZATION (See instructions on page 4)

The application **must** be signed and dated by the applicant in the presence of a Notary Public or Postmaster. The application must be notarized by a certified Notary Public. If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

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: _____

I have read the **IMPORTANT NOTES** concerning the certificate for which I am applying. I understand the requirements to maintain my certification. 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 certified administrative position in an Alaska public school.

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

ADMINISTRATIVE CERTIFICATION APPLICATION
INSTITUTIONAL OR STATE RECOMMENDATIONS



You must submit an Institutional or a State Recommendation form with your application. Use only the form that applies to your situation. (See additional information on page 4)

If you completed a state-approved university-based school administrative preparation program, submit the Institutional Recommendation with your application.

If you completed a state-approved alternative (non-university) school administrative preparation program, submit the State Recommendation with your application. If the state's Department of Education that issued your Out-of-State certificate only provides electronic certificates, send a printout of the certificate from the website and provide the web address where the Teacher Certification Office can verify the status of your Out-of-State administrative certificate.

If you have completed an administrative preparation program outside of the United States, you will need to submit a complete, original foreign evaluation from an approved agency. More information concerning foreign evaluations can be found at https://education.alaska.gov/TeacherCertification/forms/Foreign_Evaluation_Info.pdf.

You may discard the form that does not apply to your situation.

If your application packet does not include an Institutional Recommendation or a State Recommendation and your original, regular out-of-state certificate from the state where you completed your program, your application will be returned unprocessed.

APPLICANT DIRECTIONS:

- 1) Complete the APPLICANT INFORMATION section only on both pages of the appropriate form.
- 2) Leave the remaining sections of the form blank. The university or state agency must complete all other sections.
- 3) Contact the university or state agency to determine who within the organization has the authority to verify the completion of the state-approved school administrative program.
- 4) If your school administrative program was completed at a university, mail, scan and email, or fax this page of instructions, the list of endorsements (p. 12) and the Institutional Recommendation form(p. 13-14) to the dean or certification officer within the university where you completed your program.

-OR-

If your school administrative program was completed at a state-approved alternative (non-university) program, mail, scan and email, or fax this page of instructions, the list of endorsements(p. 10) and the State Recommendation form(p. 15-16) to the state official who has the authority to verify your completion of a state-approved alternate school administrative preparation program.

UNIVERSITY OR STATE AGENCY DIRECTIONS:

- 1) Provide all of the requested information in the following sections of the Institutional Recommendation or State Recommendation form provided by the applicant:
 - a. **PROGRAM STANDARDS**
 - b. **DEGREE INFORMATION** (Institutional Recommendation Only)
 - c. **CLINICAL PRACTICE**
 - d. **CERTIFICATION INFORMATION**(State Recommendation Only)
 - e. **ENDORSEMENT INFORMATION**
 - f. **SIGNATURE**
 - g. **STAMP OR SEAL**
- 2) If a stamp or seal is not available, complete all information using blue ink.
- 3) Return the original Institutional or State Recommendation form to the applicant.
Photocopies/faxes will not be accepted.

If you have any questions concerning the completion of the Institutional or State Recommendation form, email tcwebmail@alaska.gov for assistance.



ADMINISTRATIVE ENDORSEMENTS

PRINCIPAL
SUPERINTENDENT
CURRICULUM
ADMINISTRATION
DIRECTOR OF VOCATIONAL EDUCATION
SPECIAL EDUCATION ADMINISTRATOR (DIRECTOR OF SPECIAL EDUCATION)

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			

ADDITIONAL INFORMATION

Director of Special Education

If you wish to be employed solely as the administrator or director of special education and are not eligible for a special education administrator endorsement, you must possess both a Type B certificate and a teaching certificate endorsed for special education or for a related services specialty to be eligible for employment. (This does not constitute an endorsement.) 4 AAC 12.350

Please note: To be assigned as a classroom teacher in Alaska, you must have a valid teacher certificate (Initial, Professional, or Master). The Type B does not allow the holder to be a classroom teacher.



ADMINISTRATIVE CERTIFICATION APPLICATION INSTITUTIONAL RECOMMENDATION

Alaska certifies school administrators who have completed state-approved, university-based school administrative preparation programs or state-approved alternative school administrative preparation programs.

This form should only be used if a state-approved, university-based school administrative preparation program was completed. If the applicant has completed a state-approved alternative school administrative preparation program, the state where the program is located must complete a State Recommendation for the applicant.

APPLICANT INFORMATION

This section is to be completed by the applicant before submission to the college/university. All other sections are to be completed by the preparing institution's school of education.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
MAILING ADDRESS	CITY	STATE	ZIP CODE

The remaining sections are to be completed by the preparing institution's school of education, not the applicant.

COLLEGE/UNIVERSITY INFORMATION

Only sign this form if the applicant has completed a state-approved university-based school administrative preparation program that included a supervised clinical practice and a planned program of study and qualifies the applicant for a regular administrative certificate.

All endorsements listed on this form must be based on the completion of a state-approved program offered at your university.

Do not include endorsements based on testing alone.

Your state's requirements for certification and endorsements may vary from your approved program. **Do not sign this form if the applicant has only met your state's requirements for certification or endorsement, but has not completed the approved university program.** Deviations from your institution's approved program may be acceptable, but require a formal rationale on university letterhead along with supporting documentation.

PROGRAM STANDARDS

Specify which standards the approved program meets:

- NCATE
- STATE STANDARDS FROM A NCATE PARTNERSHIP STATE
- STATE STANDARDS FROM A NON-NCATE PARTNERSHIP STATE
- NASDTEC
- OTHER _____

DEGREE INFORMATION

Specify the type of approved program completed:

- B.ED
- BS or BA
- CERTIFICATION ONLY
- MA
- MS
- OTHER _____
- MAT
- M.ED
- ED.D
- PH.D

CLINICAL PRACTICE

Specify the type of clinical practice required by the state-approved program and satisfied by the applicant:

- SUPERVISED ADMINISTRATIVE INTERNSHIP
- SUPERVISED ADMINISTRATIVE EXPERIENCE
- EVIDENCE OF PREVIOUS SCHOOL ADMINISTRATIVE EXPERIENCE THAT SATISFIED THE CLINICAL PRACTICE REQUIREMENT

ENDORSEMENT INFORMATION

Only select endorsements from Alaska's "List of Endorsements" to complete this section. If the "List of Endorsements" was not provided by the applicant, contact the Teacher Certification Office for a copy of the list. Alaska only accepts endorsements earned by the completion of a state-approved program; do not include endorsements based on testing alone.

ENDORSEMENT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION	ENDORSEMENT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____

By signing below, I verify that the applicant has met all institutional requirements for the approved programs (as defined above) in the areas listed. In addition, I verify that the applicant maintained ethical standards required of an educator while attending the institution.

_____ SIGNATURE OF DEAN OR CERTIFYING OFFICIAL	_____ PRINTED NAME	_____ TITLE	_____ DATE
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-CONTINUED ON NEXT PAGE-

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



ADMINISTRATIVE CERTIFICATION APPLICATION
INSTITUTIONAL RECOMMENDATION

This form should only be used if a state-approved, university-based school administrative preparation program was completed. If the applicant has completed a state-approved alternative school administrative preparation program, the state where the program is located must complete a State Recommendation for the applicant.

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER

SIGNATURE

NAME OF INSTITUTION	CITY	STATE

REGIONAL ACCREDITING ASSOCIATION _____

SIGNATURE OF DEAN OR CERTIFYING OFFICIAL	PRINTED NAME	TITLE	DATE

PHONE NUMBER	FAX NUMBER

EMAIL ADDRESS

STAMP OR SEAL

COLLEGE STAMP OR SEAL – IF NOT AVAILABLE, FORM MUST BE SIGNED IN BLUE INK

**Return the Institutional Recommendation to the applicant.
Photocopies/faxes will not be accepted.**


ADMINISTRATIVE CERTIFICATION APPLICATION
STATE RECOMMENDATION

Alaska certifies school administrators who have completed a state-approved, university-based school administrative preparation program or a state-approved alternative school administrative preparation program.

This form should only be used if the applicant has completed a state-approved alternate school administrative preparation program. If the applicant has completed a state-approved, university-based administrative preparation program, the preparing university must complete an Institutional Recommendation for the applicant.

APPLICANT INFORMATION

This section is to be completed by the applicant before submission to the state department of education. All other sections are to be completed by the preparing state's commissioner of education.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER

MAILING ADDRESS	CITY	STATE	ZIP CODE

The remaining sections are to be completed by the preparing state's chief state school officer or certifying official, not the applicant.

STATE INFORMATION

Only sign this form if the applicant has completed a state-approved alternative administrative preparation program that included a supervised clinical practice and a planned program of study and qualifies the applicant for a regular administrative certificate.

All endorsements listed on this form must be based on the completion of a state-approved program. **Do not include endorsements based on testing alone.**

PROGRAM STANDARDS

Specify which standards the state-approved program meets:

- NCATE
- STATE STANDARDS FROM A NCATE PARTNERSHIP STATE
- STATE STANDARDS FROM A NON-NCATE PARTNERSHIP STATE
- NASDTEC
- OTHER: _____

CLINICAL PRACTICE

Specify the type of clinical practice required by the state-approved program and satisfied by the applicant:

- SUPERVISED ADMINISTRATIVE INTERNSHIP
- SUPERVISED ADMINISTRATIVE EXPERIENCE
- EVIDENCE OF PREVIOUS SCHOOL ADMINISTRATIVE EXPERIENCE THAT SATISFIED THE CLINICAL PRACTICE REQUIREMENT

CERTIFICATION INFORMATION

Indicate the applicant's current certification status:

- HELD OR HOLDS A REGULAR ADMINISTRATIVE CERTIFICATE
- ELIGIBLE FOR A REGULAR ADMINISTRATIVE CERTIFICATE

ENDORSEMENT INFORMATION

Only select endorsements from Alaska's "List of Endorsements" to complete this section. If the "List of Endorsements" was not provided by the applicant, contact the Teacher Certification Office for a copy of the list. Alaska only accepts endorsements earned by the completion of a state-approved program; do not include endorsements based on testing alone.

<u>ENDORSEMENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>YEAR OF COMPLETION</u>	<u>ENDORSEMENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>YEAR OF COMPLETION</u>
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____

By signing below, I verify that the applicant has met all the requirements of the state-approved programs (as defined above) for the endorsement areas listed. In addition, I verify that the applicant maintained ethical standards required of an educator while participating in the state-approved program.

SIGNATURE OF STATE CERTIFYING OFFICIAL	PRINTED NAME	TITLE	DATE

-CONTINUED ON NEXT PAGE-

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


ADMINISTRATIVE CERTIFICATION APPLICATION
STATE RECOMMENDATION

This form should only be used if the applicant has completed a state-approved alternate school administrative preparation program. If the applicant has completed a state-approved, university-based administrative preparation program, the preparing university must complete an Institutional Recommendation for the applicant.

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER

SIGNATURE

STATE _____

SIGNATURE OF STATE CERTIFYING OFFICIAL _____ PRINTED NAME _____ TITLE _____ DATE _____

PHONE NUMBER	FAX NUMBER

EMAIL ADDRESS

STAMP OR SEAL

STATE STAMP OR SEAL (IF AVAILABLE). IF NOT AVAILABLE, FORM MUST BE SIGNED IN BLUE INK

**Return the State Recommendation to the applicant.
Photocopies/faxes will not be accepted.**