



# ADDITIONAL TEACHING ENDORSEMENT



## PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Social Security Number</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mailing Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Home Phone Number</b>		<b>Work/Mobile Phone Number</b>		<b>Gender</b>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<b>Email Address</b>				
<input type="text"/>				
<b>Birthdate (MM/DD/YYYY)</b>		<b>Former Last Name(s)</b>	<b>Highest Educational Degree</b>	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

The Teacher Education & Certification Office will mail your certificate to the address that you provide. If your name has changed, you will need to submit a photocopy of a legal document verifying the change with your complete packet.

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

## REQUIREMENTS

An applicant may only add an endorsement to the following types of teaching certificates:

- ❖ An Initial Two- or Three- Year teaching certificate
- ❖ Professional (5 year) teaching certificate
- ❖ Master (10 year) teaching certificate

The following methods can be used to add an endorsements:

- ❖ **Endorsement program completion:** This method requires the completion of an approved endorsement program 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 any required testing, for that state.
- ❖ **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 an approved program in the endorsement area requested.  
***Additional grade levels may not be added to your certificate through this method.***
- ❖ **Content Area Experience and Knowledge:** This method requires two years of teaching experience in the content area and passing scores on the endorsement-related content area exam. Only where content area exam(s) has been identified may endorsements be added with this method.  
***This method is not available for elementary, reading or special education endorsements.***
- ❖ **Career and Technical Education (CTE) 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.



## ADDITIONAL TEACHING ENDORSEMENT



### ENDORSEMENT REQUESTS

Request the endorsements, content or specialty area(s), and grade levels in the appropriate section(s) below. 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 “Endorsements List” located on page 7 of this packet.** Endorsements will only be granted based on Alaska’s endorsement requirements.

Content area exam(s) or CTE competency exams must be listed for any endorsements not requested based on a Posted Degree, Major or Minor.

### Content area exam & state-approved program

In the table below, indicate the requested endorsement(s), grade levels, location of the state-approved program, name, exam number, name of test vendor, and date the exam was taken. Alaska accepts approved content area exams from other states and jurisdiction that are comparable with the Alaska’s approved content area exam.

**~Note: Include transcripts, verification form, and content area exam score report in your application packet.**

Requested Endorsement	Grade Levels	State-approved program (University/State)	Content Area Exam (Vendor, Name, & Exam #)	Exam Date
<i>[SAMPLE] Elementary Education</i>	<i>K-8</i>	<i>University of Alaska SE</i>	<i>ETS Elementary Content 0018</i>	<i>5/18/15</i>

### Content area exam & teaching experience

In the table below, indicate the requested endorsement(s), the district and state approved/accredited elementary or secondary school where the teaching experience occurred, the grade levels taught, the school years the content area was taught, the associated content area exam, and the date when required scores on the content area exam were met. (Elementary Education, Reading, and Special Education endorsements **may not** be requested with this option.)

**~Note: Include content area exam score report in your application packet.**

Requested Endorsement	District & School	Grades Taught	School Years	Content Area Exam (Vendor, Name, & Exam #)	Exam Date
<i>[SAMPLE] Social Studies</i>	<i>Anchorage School District South High School</i>	<i>9<sup>th</sup>-12<sup>th</sup></i>	<i>2014-2016</i>	<i>ETS Social Studies 5081</i>	<i>10/4/13</i>



## ADDITIONAL TEACHING ENDORSEMENT



### Posted Degree (Major or Minor) endorsement requests

In the table below, indicate the requested endorsement(s), the university where the degree was earned, and the number of semester hours of coursework completed for the degree. The posted minor must be based on at least 18 semester hours of content area coursework.

**~Note: Include transcripts in your application packet.**

Requested Endorsement	University	Semester Hrs.	Date earned
<i>[SAMPLE] Biology</i>	<i>University of Alaska Fairbanks</i>	<i>36</i>	<i>1/24/00</i>

### CTE Competency endorsement request

To qualify for an additional endorsement in a CTE area, you are required to satisfy the following requirements: 1) Two years of teaching experience in a CTE area; 2) six semester hours of coursework focused on classroom management, student assessment and CTE specific teaching strategies; and 3) successful completion of an approved CTE content-specific industry competency exam as approved by the department.

In the table below, indicate the requested endorsement(s), the district and the state approved/accredited elementary or secondary school where the teaching experience occurred, the grade levels taught, the school years the content area was taught, the associated CTE competency exam and the date when required scores on the CTE competency exam was achieved.

**~Note: Include transcripts and CTE competency exam score report in your application packet.**

Requested Endorsement	District & School	Grades Taught	School Years	CTE Competency Exam (Vendor, Name, & Exam #)	Exam Date
<i>[SAMPLE] Welding</i>	<i>Anchorage School District South High School</i>	<i>9<sup>th</sup>-12<sup>th</sup></i>	<i>2014-2016</i>	<i>Welding</i>	<i>10/4/13</i>

### CTE endorsement required coursework

Please indicate the college or university transcripts that reflect the satisfactory completion of the following required coursework:

Six semester hours of coursework related to CTE classroom management, student assessment, and teaching strategies.				
College or University	Course Number & Name	Credit Hrs.	Date of Completion	



## ADDITIONAL TEACHING ENDORSEMENT



### REQUIREMENT CHECKLISTS

You must submit all of the items required for the endorsement(s) for which you are applying in a single packet. If any item is missing or incomplete, the entire packet will be returned unprocessed. Refer to the description of each item below to determine which items must be included. Use the checkbox next to each item to indicate which documents you included in your packet. **Photocopied or faxed applications will not be accepted.**

#### Requirements for adding an endorsement

**Complete Form (pages 1-4)**

Make sure all sections of the form are complete. Mail the form with all supporting documents in one complete packet to the Teacher Education & Certification Office at the address provided on page 5.

**State-approved Program Verification Form (pages 7-8)**

If you have completed a state-approved educator preparation or endorsement program, submit a State-approved preparation program verification form completed by the university's school or college dean or certifying official. More detailed directions are provided on page 6.

**Passing scores on an approved Content Area Exam**

If you are adding an endorsement based on passing scores on a content area exam, you must submit an original or photocopy of the official score report with your application. Alaska accepts approved content area exams from other states and jurisdictions that are comparable with Alaska's approved content area exams.

**~Note: All testing requirements of the jurisdiction where you have completed your preparation or endorsement program must be satisfied to qualify for an endorsement on your Alaska certificate.**

**Official Transcripts**

If you are adding an endorsement based on a major or minor or the completion of a state-approved preparation or endorsement program, submit official transcripts reflecting at least 18 semester hours of credit in the endorsement area with the application. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.

**-And/Or-**

If you are requesting a CTE endorsement, submit official transcripts reflecting all required coursework. Unofficial, photocopied, faxed, scanned or electronic documents will not be accepted.

**Passing scores on an approved CTE competency exam**

If you are requesting a CTE endorsement, you must submit an original or photocopy of the official score report.

**Positions Held**

If you are requesting an endorsement based on teaching experience, include details concerning your teaching experience on pages 2 and/or 3.

**Fees & Credit Card Payment Form**

Submit \$200.00 for each additional endorsement requested. 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 on the Credit Card Payment Form available on the last page of this packet.

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

If you have questions about the requirements, email the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov)



## ADDITIONAL TEACHING ENDORSEMENT



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### 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**  
801 West 10th Street, Suite 200  
PO Box 110500  
Juneau, AK 99811-0500

**SCANNED OR FAXED APPLICATION PACKETS WILL NOT BE ACCEPTED.**

### NOTES:

- If an item is missing or incomplete, your 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 complete packet.
- We recommended that you send your complete packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

**TIP: IT IS ADVISABLE TO KEEP A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.**



## TEACHER EDUCATION & CERTIFICATION VERIFICATION FORM DIRECTIONS



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### REQUIREMENTS

In order to qualify for most Alaska certifications, the state-approved university-based educator preparation program where you complete your program must complete a verification form on your behalf. If you completed a non-traditional or alternative state-approved educator preparation program, the state agency with jurisdiction over the program must complete the verification form. The verification form needs to be submitted with your application packet unless you have previously submitted the verification form (previously called the Institutional or State recommendation) with another application.

If you have completed an educator 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](https://education.alaska.gov/teachercertification/forms/Foreign_Evaluation_Info.pdf).

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### APPLICANT DIRECTIONS:

- 1) Complete the APPLICANT INFORMATION section.
- 2) Leave the remaining sections of the form blank. The university or state agency must complete all other sections.
- 3) If your educator preparation program is through a university, mail or fax the form and the list of endorsements (p.15) to the Dean or Certification Officer within the university's School or College of Education where you completed your program.

**-OR-**

If your educator preparation program was completed in a state-approved alternative route program, mail or fax the verification form and the list of endorsements to the state official who has the authority to verify your completion of a state-approved alternative route to educator certification.

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### UNIVERSITY OR STATE AGENCY DIRECTIONS:

- 1) Provide all of the requested information in the following sections of the state-approved program verification form provided by the applicant:
  - a. PROGRAM TYPE
  - b. PROGRAM STANDARDS
  - c. CLINICAL PRACTICE
  - d. DEGREE INFORMATION
  - e. CERTIFICATE/ENDORSEMENT INFORMATION
  - f. SIGNATURE
  - g. STAMP OR SEAL
- 2) If a Stamp or Seal is not available, complete all information using blue ink.
- 3) Please return the original state-approved program verification form to the applicant.

**Photocopies or faxes will not be accepted.**

~**Note:** If you have any questions concerning the completion of the state-approved program verification form, email [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) for assistance.



# TEACHER EDUCATION & CERTIFICATION ENDORSEMENT LIST



<p><b>ART</b></p> <ul style="list-style-type: none"> <li>• Art</li> <li>• Music</li> <li>• Music – Choral</li> <li>• Music – Instrumental</li> <li>• Theater Arts</li> <li>• Visual Arts</li> </ul> <p><b>ALASKA NATIVE STUDIES</b></p> <ul style="list-style-type: none"> <li>• Alaska Native Studies</li> <li>• Aleut Language/Culture</li> <li>• Athabaskan Language/Culture</li> <li>• Haida Language/Culture</li> <li>• Inupiaq Language/Culture</li> <li>• Tlingit Language/Culture</li> <li>• Yupik Language/Culture</li> </ul> <p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Business Education</li> <li>• Business Communication</li> <li>• Computer Education</li> <li>• Marketing</li> </ul> <p><b>EARLY CHILDHOOD</b></p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Special Ed – Early Childhood</li> </ul> <p><b>EDUCATIONAL TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>• Distance Teaching &amp; E-Learning</li> <li>• Educational Technology</li> </ul> <p><b>ELEMENTARY EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Elementary Education</li> </ul> <p><b>LANGUAGE ARTS</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• English</li> <li>• English Literature</li> <li>• Humanities</li> <li>• Journalism</li> <li>• Language Arts</li> <li>• Literature</li> <li>• Russian Literature</li> <li>• Speech</li> </ul> <p><b>LANGUAGES</b></p> <ul style="list-style-type: none"> <li>• Bilingual Education</li> <li>• Chinese</li> <li>• English as a Foreign Language</li> <li>• English as a Second Language</li> <li>• French</li> <li>• German</li> <li>• Italian</li> <li>• Japanese</li> <li>• Latin</li> <li>• Russian</li> <li>• Spanish</li> </ul>	<p><b>LIBRARY</b> (Only available if applicant has completed a teacher preparation program.)</p> <ul style="list-style-type: none"> <li>• Library Science</li> <li>• Media Specialist</li> <li>• School Librarian</li> </ul> <p><b>MATHEMATICS</b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> </ul> <p><b>MIDDLE SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Middle School</li> </ul> <p><b>PHYSICAL EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Adaptive P.E.</li> <li>• Coaching</li> <li>• Kinesiology</li> <li>• Physical Education</li> </ul> <p><b>POLITICAL SCIENCE</b></p> <ul style="list-style-type: none"> <li>• Social Science</li> <li>• Sociology</li> <li>• U.S. History</li> </ul> <p><b>READING</b></p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Reading Specialist</li> <li>• Remedial Reading</li> </ul> <p><b>SCIENCE</b></p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Earth Science</li> <li>• Environmental Science</li> <li>• General Science</li> <li>• Geology</li> <li>• Health</li> <li>• Life Science</li> <li>• Natural Science</li> <li>• Physical Science</li> <li>• Physics</li> <li>• Science</li> <li>• Zoology</li> </ul>	<p><b>SOCIAL STUDIES</b></p> <ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Economics</li> <li>• Geography</li> <li>• Government</li> <li>• History</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Russian History</li> <li>• Social Science</li> <li>• Social Studies</li> <li>• Sociology</li> <li>• U.S. History</li> <li>• World History</li> </ul> <p><b>SPECIAL EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Adaptive P.E.</li> <li>• Cognitively Impaired</li> <li>• Communication Disorders</li> <li>• Emotionally Disturbed</li> <li>• Hearing Impaired</li> <li>• Learning Disability</li> <li>• Multi-Handicapped</li> <li>• Physically Handicapped</li> <li>• Resource</li> <li>• Special Ed – Early Childhood</li> <li>• Special Education</li> <li>• Visually Handicapped</li> </ul> <p><b>VOCATIONAL EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Family/Consumer Science</li> <li>• Industrial Arts</li> <li>• Industrial Technology</li> <li>• Technology Education</li> <li>• Vocational Education</li> </ul>
<p><b>Alaska recognizes all of the certificate areas and development levels recognized by the National Board for Professional Teaching Standards (NBPTS). To learn more, go to <a href="http://boardcertifiedteachers.org/certificate-areas">http://boardcertifiedteachers.org/certificate-areas</a>.</b></p>		
<p><b>Grade Levels</b></p>		
<p>Birth – Grade 3 Pre K – Grade 3 Pre K – Grade 12 Grades K – 3 Grades K – 5 Grades K – 8 Grades K – 12</p>	<p>Grades 5 – 8 Grades 5 - 12 Grades 7 – 10 Grades 7 – 12 Grades 9 – 12</p>	



# TEACHER EDUCATION & CERTIFICATION ENDORSEMENT LIST



### APPLICANT INFORMATION

**Last Name** 
**First Name** 
**M.I.** 
**Last four (4) digits of Social Security Number**  -  -  -

**Mailing Address** 
**City** 
**State** 
**Zip Code**

❖ THE REMAINING SECTIONS ARE TO BE COMPLETED BY THE STATE APPROVED PROGRAM OR STATE AGENCY, NOT THE APPLICANT.

### STATE-APPROVED EDUCATOR PREPARATION PROGRAM INFORMATION

Applicants who have completed a state-approved educator preparation program and have met all the associated testing requirements of the state with jurisdiction are eligible for Alaska certification. A state-approved educator preparation program must include a program of study and a supervised clinical practice. To qualify for a certificate or endorsement in Alaska, applicants must be eligible to gain a comparable certificate or endorsement in the state with jurisdiction over the approved program.

**Certifications and endorsements based on testing alone cannot be used for Alaska certification.**

**PROGRAM TYPE:** Indicate the type of state-approved educator preparation program:

- Traditional program/University-based
  Non-traditional/University-based
  Non-traditional (Alternative)

**PROGRAM STANDARDS:** Specify which standards the approved program meets:

- CAEP/NCATE/TEAC
  State Standards
  Other:

**CLINICAL PRACTICE:** Indicate the type of supervised clinical practice required by the state-approved program and satisfied by the applicant:

- Student Teaching
  Internship
  Met requirement through a state-approved alternative  
 Field Experience
  Practicum
  Other (Provide an explanation on a separate page.)

**DEGREE INFORMATION:** Specify the degree the applicant earned as part of the approved program:

- Bachelor's
  Master's
  M.A.T.  
 Ed.D.
  Ph.D.
  No degree/endorsement or certification ONLY
  Other:

**CERTIFICATE/ENDORSEMENT INFORMATION:** Indicate the certificate and/or endorsement areas in which the applicant has completed the state-approved educator preparation or endorsement program, and met all associated testing requirements.

Certificate/Endorsement Area	Grade Level(s)	Date of Completion
1.		
2.		
3.		
4.		

By signing below, I verify the applicant has:

- 1) Satisfied all the requirements of the state-approved educator preparation or the endorsement program to be eligible for certification and/or endorsement in the areas listed above;
- 2) Passed all the jurisdiction's testing requirements in place at the time the applicant completed the programs listed above; and
- 3) Maintained ethical standards required of an educator while participating in the state-approved program.

**Signature of Certifying Official** 
**Printed Name** 
**Title** 
**Date**

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# TEACHER EDUCATION & CERTIFICATION ENDORSEMENT LIST



## APPLICANT INFORMATION

Last Name  First Name  M.I.  Last four (4) digits of Social Security Number  -  -  -

❖ THE REMAINING SECTIONS ARE TO BE COMPLETED BY THE STATE APPROVED PROGRAM OR STATE AGENCY, NOT THE APPLICANT.

## SIGNATURE

Name of College/University/State Agency  City  State  Regional Accrediting Association (if applicable)

Signature of Certifying Official  Printed Name  Title  Date

Phone Number  -  -  Fax Number  -  -

Email Address

## INSTITUTIONAL OR STATE STAMP OR SEAL

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

**PLEASE RETURN THE STATE-APPROVED PROGRAM VERIFICATION FORM TO THE APPLICANT.**  
**PHOTOCOPIES OR FAXES WILL NOT BE ACCEPTED.**



# TEACHER EDUCATION & CERTIFICATION CREDIT CARD PAYMENT FORM



Mail this form with your complete packet to the Teacher Education & Certification Office.  
Completion of this form is not proof of payment.

## APPLICANT INFORMATION

Last Name  First Name  M.I.  Social Security Number  -  -

Mailing Address  City  State  Zip Code

Home Phone Number  -  -  Work/Mobile Phone Number  -  -

Email Address

## FEE SCHEDULE

The certification fees are described below. Indicate the fees that you wish to pay by credit card and determine the total amount to be charged to the credit card indicated below.

Item	Unit Cost	Quantity	Subtotal
Certificate: (i.e. Initial, Professional, Master, Type B, Type C, Type M)	\$200.00		
Retired or Lifetime Certificate	\$240.00		
Certificate Renewal	\$200.00		
Add or remove endorsement	\$200.00		
Certified Copy of Certificate (Duplicate)	\$25.00		
Fingerprint Card Processing (Background Clearance)	\$60.00		
Non-academic credit or Continuing Education Unit (CEU)	\$50.00		
Duplicate Yellow Postcard	\$10.00		

TOTAL

## CARD HOLDER INFORMATION

If same as applicant, check here:

Name (as shown on credit card)  Home or cell phone number  -  -

Mailing Address  City  State  Zip Code

Email Address

## SIGNATURE OF CREDIT CARD HOLDER:

Type of Credit Card: (check **only** one)  VISA  MasterCard  Discovery

Credit Card Number  -  -  -  Expiration Date (MM/YY)  /

This document will be destroyed upon processing of the payment.