

EXPIRED INITIAL TEACHER CERTIFICATE CONTINUATION REQUEST



INSTRUCTIONS: Expired two-year, Program Enrollment and Out-of-State Initial teacher certificates can be continued if three years have not elapsed since the issue date of the original certificate and the missing requirement(s) have been satisfied. To be eligible for the continuation of these types of Initial teacher certificates, the document(s) needed to satisfy the missing requirement(s) must be submitted with this request or be on file with the Teacher Certification Office.

The continued Initial teacher certificate will be valid from the date when the continuation request form and the supporting documentation are received by the Teacher Certification Office. Depending on the requirements that are satisfied at the time of the continuation request, the expiration date of the continued certificate will be the date one year or two years from the expiration date of the original expired certificate.

Individuals with expired two-year Initial teacher certificates or expired Program Enrollment Initial teacher certificates in their second year may be eligible for a Second Initial or a Professional teacher certificate if the requirements for continuation of their expired Initial teacher certificates have been met. Review the requirements for the Second Initial and the Professional Teacher certificate applications at <http://www.eed.state.ak.us/teachercertification/teach02.html>. Contact the Teacher Certification Office at tcwebmail@alaska.gov if you have any questions.

The Initial Reemployment and the Second Initial teacher certificates are not eligible for a continuation request. Individuals holding these certificates must satisfy all requirements and apply for a [Professional teacher certificate](#).

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/>.

CERTIFICATE INFORMATION

Provide the following information about the expired Initial certificate you are requesting to be continued.

- Initial/Out-of-State**
 Initial/Program Enrollment
 Initial/2-year

** If your Initial certificate has not expired you may be eligible for a free extension. Please check with Teacher Certification office if you have questions.

Issue Date: _____ **Expiration Date:** _____


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CONTINUATION REQUEST**

DOCUMENTS REQUIRED FOR CONTINUATION

Indicate which documents you are submitting or have submitted to the Teacher Certification Office to satisfy the missing requirements:

Fee Schedule & Online Payment Center

- ❑ The certification fee is \$200.00. You may pay with a, credit card via the EED Online Payment Center, cashier's check, money order (payable to DEED). Fees are non-refundable. **Personal checks will not be accepted.**

If paid for via the Online Payment Center

(<https://education.alaska.gov/TeacherCertification/PaymentCenter>), you must include the EED Payment receipt with your application.

Out-of-State Extension Requirement

- ❑ Official score report of an approved [basic competency exam](#) (e.g. Praxis CORE, WEST-B, C-BEST, etc.).

Proof-of-Program Enrollment - 1st Year

- ❑ Updated, [official transcripts](#) showing progress (or completion) in your program, and
- ❑ Updated [Proof of Program Enrollment Form](#), or
- ❑ [State Approved Program Verification Form](#) showing completion of program.

Proof-of-Program Enrollment - 2nd Year

- ❑ Updated [official transcripts](#) showing completion of your program,
- ❑ [State Approved Program Verification Form](#),
- ❑ [Official transcripts](#) showing the completion of an [approved Alaska studies course](#), and
- ❑ [Official transcripts](#) showing the completion of an [approved Alaska multi-cultural course](#).

Alaska Studies/Alaska Multicultural Coursework

If the basic competency exam and State Approved Program Verification form have been satisfied, the completion of the two required courses will allow for an Initial Teacher Certificate to be continued for the third year.

- ❑ [Official transcripts](#) showing the completion of an [approved Alaska studies course](#), and
- ❑ [Official transcripts](#) showing the completion of an [approved Alaska multi-cultural course](#).

IMPORTANT NOTES

INITIAL/OUT-OF-STATE CONTINUATION

Within two years from the issue date of your original Initial teacher certificate, official transcripts showing the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#) must be received by the Teacher Certification Office. Upon receipt of official transcripts showing the completion of the required coursework, your continued Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

INITIAL/1st YEAR PROGRAM ENROLLMENT CONTINUATION

Within two years from the issue date of your original Initial teacher certificate, [official transcripts](#) and an [Institutional Recommendation](#) showing the completion of a teacher preparation program must be received by the Teacher Certification Office. In addition, your transcripts must document the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#). Upon receipt of the transcripts and recommendation, your continued Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement or do not complete your teacher preparation program, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

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

(Continuation)

www.education.alaska.gov/TeacherCertification/

9/11/17

Page 2 of 3


**EXPIRED INITIAL TEACHER CERTIFICATE
CONTINUATION REQUEST**

ALL OTHER INITIAL CONTINUATIONS

The next steps in Alaska teacher certification is qualifying and applying for a Professional teacher certificate. To qualify for the Professional teacher certificate, in addition to the requirements you have already satisfied, you will need two years of teaching experience while holding a valid teacher certificate, passing scores on an [approved content area exam](#) (e.g. Praxis II), and six semester hours of college coursework within the five years prior to the date you apply for your Professional certificate. If you unable to satisfy the experience or the content area exam requirements, you may be eligible to apply for a Second Initial Teacher certificate.

The applications for the Professional and Second Initial Teacher certificates are available at <http://www.eed.state.ak.us/teachercertification/teach02.html>.

SIGNATURE

I have read the **IMPORTANT NOTES** concerning the continuation of my Initial certificate for which I am applying. I understand the requirements and timeline to keep my Initial certificate current and qualify for a Professional certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska teacher certification and will not be eligible to hold a certified teaching position in an Alaska public school.

I certify under penalty of perjury that the statements made by me on this continuation request form 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.

APPLICANT'S SIGNATURE

DATE

SUBMIT YOUR REQUEST

The continuation request form and supporting documents may be mailed 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

Email the Teacher Certification Office at tcwebmail@alaska.gov to verify that your supporting documents are on file BEFORE you submit the continuation request form. If you would like your original documents (i.e. original score report) to be returned, you must include a self-addressed, stamped envelope with your continuation request packet.

If your supporting documents are on file with the Teacher Certification Office and you are paying with a credit or debit card, you may email the completed request form to tcwebmail@alaska.gov or fax it to (907) 465-2441.