



INITIAL TEACHER CERTIFICATE EXTENSION REQUEST

INSTRUCTIONS: Two-Year, Program Enrollment, or Out-of-State Initial teacher certificates can be extended if the necessary requirements have been satisfied. To be eligible for the extension of an Initial teacher certificate, the documents described below must arrive at the Teacher Certificate Office on or before the Initial certificate's expiration date.

NOTE: Initial Reemployment and Second Initial teacher certificates are not eligible for extensions. Individuals holding an Initial Reemployment or a Second Initial certificate must satisfy all requirements and apply for a Professional teacher certificate.

PERSONAL INFORMATION

LAST NAME										FIRST NAME										MI		SOCIAL SECURITY NUMBER														
MAILING ADDRESS																									CITY					STATE		ZIP CODE				
HOME PHONE NUMBER										WORK PHONE NUMBER										GENDER																
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.

OUT-OF-STATE EXTENSION REQUIREMENTS

Requirement: Submit the following documents on or before certificate's current expiration date:

- OFFICIAL SCORE REPORT OF AN APPROVED BASIC COMPETENCY EXAM (E.G. PRAXIS CORE, WEST-B, CBEST, ETC.)

1ST YEAR PROGRAM ENROLLMENT EXTENSION REQUIREMENTS

Requirement: Submit the following documents on or before certificate's current expiration date:

- UPDATED, OFFICIAL TRANSCRIPTS SHOWING PROGRESS (OR COMPLETION) IN YOUR PROGRAM, AND
- UPDATED PROGRAM ENROLLMENT FORM (OR IF COMPLETED, PROGRAM VERIFICATION FORM)

2ND YEAR PROGRAM ENROLLMENT EXTENSION REQUIREMENTS

Requirement: Submit the following documents on or before certificate's current expiration date:

- 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 MULTICULTURAL COURSE

ALASKA STUDIES/ALASKA MULTICULTURAL COURSEWORK

If the basic competency exam requirement has been satisfied, the completion of the two required courses will allow for an Initial Teacher certificate to be extended for a third year.

Requirement: Submit the following documents to the Teacher Certification Office within two years of the issue date of your certificate:

- OFFICIAL TRANSCRIPTS SHOWING THE COMPLETION OF AN APPROVED ALASKA STUDIES COURSE, AND
- OFFICIAL TRANSCRIPTS SHOWING THE COMPLETION OF AN APPROVED ALASKA MULTICULTURAL COURSE

FEE SCHEDULE

No Fee Required.

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