



INITIAL OUT-OF-STATE TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS



REQUIREMENTS

An applicant must meet the following requirements to qualify for an Initial Out-of-State teacher certification:

- ❖ Completion of a bachelor's degree from a regionally accredited university;
- ❖ Has never held an Alaska teacher certificate; and
- ❖ Holds a current, valid out-of-state certificate (out-of-country certificates are not accepted). United State territories are accepted.

NOTE: When the applicant's contract for instructional services begins in an Alaska school district, the out-of-state certificate must still be current and valid.

If you do not meet the requirements above, check the [Types of Certificates](#) webpage or contact Teacher Certification for the appropriate certificate application.

Meeting the requirements above will qualify the applicant for a one-year certificate that can be extended up to three years. To extend an out-of-state beyond one year, the applicant must satisfy the additional requirements within the indicated time period described below:

To extend the one-year certificate for an additional year, the applicant must:

- ❖ Obtain passing scores on an approved [Basic Competency Exam](#)

To extend a two-year certificate for an additional year, the applicant must:

- ❖ Complete three semester hours of an [approved Alaska studies](#) course; and
- ❖ Complete three semester hours of an [approved Alaska multicultural](#) course.

~NOTE: An Initial certificate is extendable for up to three years as described above; it is not renewable.

ENDORSEMENTS

The endorsements on an Initial out-of-state certificate will reflect the endorsements listed on the current, valid out-of-state certificate submitted with your application packet. If the applicant holds more than one current, valid out-of-state certificate, the applicant must choose which certificate to submit with the Initial application.

The endorsements you receive on your Initial certificate may not be the same as when you apply for the Professional certification. Please see the [Endorsements](#) page for further clarification on how Alaska evaluates and awards endorsements.

INSTRUCTIONS

PERSONAL INFORMATION

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

~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 or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

Ethnicity & Definitions

Check the box that most appropriately applies to you.

- **African American:** A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- **Alaska Native:** A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabaskan, Tlingit, Haida, or Tsimshian origin.
- **American Indian:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS



- **Caucasian:** A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or more races:** A person who primarily identifies their ethnic heritage with more than one subgroup.

BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering “yes” or “no” to the questions 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), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.

~NOTE: 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.

FINGERPRINT CARD

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 Education & 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 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, 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 Education & Certification Office at tcwebmail@alaska.gov to request a card be sent to you via U.S.P.S. More information and instructions can be found at <https://education.alaska.gov/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 teaching, administrative, or special services certificate and are currently employed in a certified position by 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 Education & Certification Office in the previous six months, you may be eligible to use your previous background check for this application.

If you held an Alaska Student Teacher Authorization which expired less than 60 days prior to the date your Initial teacher certification application is received by the Teacher Certification Office and your background clearance was completed less than 18 months from the date of application, you do not need to submit a fingerprint card with your Initial application.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS



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

RECORD OF TRAINING

List all the colleges/universities you attended to complete your degree(s). Attach an additional sheet of paper if necessary. Submit official transcripts documenting your degree(s) and state-approved preparation program(s) with your application. If you completed your degree outside of the United States, a complete, original Foreign Evaluation must be submitted with your application. For more information go to https://education.alaska.gov/TeacherCertification/forms/Foreign_Evaluation_Info.pdf.

Official transcripts from the colleges/universities where you earned your degrees or completed your state-approved preparation program must be included with the application. If you have submitted the required transcripts with previous applications, verify the transcripts are still on file by contacting the Teacher Education & Certification Office at tcwebmail@alaska.gov. If additional transcripts need to be submitted, do not send them separately to the Teacher Education & Certification Office.

~NOTE: Request your transcripts be sent directly to you. Include them in your application packet. 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 Education & Certification Office.

~Note: Teacher certification: Your official transcripts must show the completion of at least a bachelor's degree from a regionally accredited college or university.

POSITIONS HELD

List positions held. Provide the information requested concerning each position. Attach an additional sheet of paper if necessary.

If the certificate for which you are applying has an experience requirement, your application must provide sufficient evidence of the required employment. The experience requirement cannot be satisfied by substitute teaching.

Experience requirement: Unless otherwise specified, teaching or administrative experience must have been accrued in a state approved or accredited elementary or secondary school while holding the appropriate certification.

Calculating the Full Time Equivalency (FTE): For a full-time position lasting a year, the FTE would equal one. For a half-time position lasting a year, the FTE would equal 0.50 or one-half. For a half-time position lasting for half a year, the FTE would be 0.25 or one-quarter.

Employment Outside of Alaska: If any of the certified positions you are using to satisfy the experience requirements were held in a state other than Alaska, a copy of the 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.

CERTIFICATE CHECKLIST

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all of the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office at tcwebmail@alaska.gov to consult with a Certification Analyst.

EXTENSION CHECKLIST

This checklist describes each requirement and the corresponding document(s) that you will need to submit to the Teacher Education & Certification Office in order to have your Initial certificate extended. The checklist also provides the timeline for when each document must be submitted. In order to have your certificate extended at no cost, you will need to submit the documentation to the Teacher Education & Certification Office prior to the expiration date on your certificate.

~Note: This section is for your reference. It does not need to be submitted with your application.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS



PROFESSIONAL REQUIREMENTS

The Professional Requirements section describes the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for the renewable, five-year Professional teaching certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teaching certificate instead of an Initial teaching certificate.

~Note: This section is for your reference. It does not need to be submitted with your application.

FEE SCHEDULE & CREDIT CARD PAYMENT

The application fee is \$200.00. The background check 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, submit a Credit Card Payment Form (available at <https://education.alaska.gov/TeacherCertification/forms/creditcardpayment.pdf>) with your application.

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 APPLICATIONS WILL NOT BE ACCEPTED.

NOTES:

- 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 returned, you must include a self-addressed, stamped envelope with your application packet.
- We recommend that you send your complete application 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.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



PERSONAL INFORMATION (Instructions on page 1)

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

Mailing Address City State Zip Code

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

Email Address

Birthdate (MM/DD/YYYY) / / Former Last Name(s) Highest Educational Degree

Ethnicity: African American Alaska Native American Indian Asian Caucasian
 Hispanic Native Hawaiian or Pacific Islander Two or More Races

BACKGROUND INFORMATION (Instructions on page 2)

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. If applicable, include the name of the jurisdiction and/or agency, its address and telephone number.

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), no contest, guilty pleas and cases resulting in a suspended imposition of sentence. Yes No
2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in 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 in a jurisdiction other than Alaska? Yes No
4. Have you ever had any adverse action taken on any certificate or license in a jurisdiction other than Alaska? Include letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or voidance. Yes No
5. Are you currently the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct in a jurisdiction other than Alaska? Yes No
6. Have you ever been denied a certificate or license in any state, province, territory, and/or country? Yes No

If you answered "Yes" to any of the questions above (1-6), provide a written, detailed explanation here. If applicable, include the name of the jurisdiction and/or agency, its address and telephone number. If you need additional space, provide the explanation on a separate sheet of paper and sign it.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



FINGERPRINT CARD (Instructions page 2)

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
 - Gender
 - Race
 - Date of birth
 - Residence
 - Height
 - Eye color
 - Place of birth
 - Citizenship
 - Weight
 - Hair color

CERTIFICATION INFORMATION

Answer the questions concerning your certification status. Indicate which statements describe your Alaska certification status, as well.

Have you ever held a teaching, administrative or special services certificate in another state? Yes No

If yes, complete the following.

State: Expires: State: Expires:

Previous Alaskan Certification

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

I held an Alaska Student Teacher Authorization that expired on:

I have never held an Alaska teaching, administrative, or special services certificate.

I have held the following Alaska certificates with the issue dates indicated below:

Certificate Type	Issue Date(s)	Certificate Type	Issue Date(s)
Initial/Second Initial		Masters	
Professional/Type A		Reemployment	
Type B Administrative		Retired/Lifetime	
Type C Special Services		Type M Limited	

EMPLOYMENT STATUS

Answer the question regarding your current or potential employment with a public school district within Alaska.

Are you currently under contract or have been offered a contract with a public school district in Alaska? Yes No

If yes, complete the following.

Alaska public school district: , beginning contract date:



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



RECORD OF TRAINING (Instructions page 3)

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.

Degree(s) Earned	College or University	City, State	Major/Program	Years Attended

POSITIONS HELD (Instructions page 3)

Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

Year(s)	Days per Year	School, District or Organization	City, State	Phone Number	Position/Title	FTE*

* Full-time equivalent (Calculate using directions on page xx)



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



CERTIFICATE CHECKLIST (Instructions page 3)

You must submit 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 or on file with the Teacher Education & Certification Office. **Photocopied or faxed applications will not be accepted.**

Complete Application (pages 5 – 11)
Make sure all sections of the application are complete.

Fingerprint Card
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 Education & 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-

Previous Background Clearance

If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to determine if your previous background check can be used for this application.

Current, Valid Out-of-State Certificate

List below the Out-of-State certificate that you are using to become certified in Alaska. Review the information on endorsements to help inform this decision.

Other State:		Expires:	
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If the state's Department of Education that issued your current, valid Out-of-State certificate provides electronic copies of certificates, send a printout of the certificate from the website and provide the web address where our office can verify the status of your Out-of-State certificate. If a username and password is required to verify your certificate online, please provide those below as well.

Username: _____ Password: _____

~Note: If an electronic copy is not available, submit an official, original certificate, or a duplicate certificate issued directly from that state's Department of Education.

Official Transcripts
Official transcripts verifying a Bachelor's Degree or higher, from a regionally accredited college or university. 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. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

Notarization (page 11)
A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.

Fees & Credit Card Payment Form
The application fee is \$200.00. The background check 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, submit a Credit Card Payment Form (available at <https://education.alaska.gov/TeacherCertification/forms/creditcardpayment.pdf>) with your application.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



EXTENSION CHECKLIST (Instructions page 4)

The following checklists describe the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office in order to have your Initial certificate extended. In order to have your certificate extended at no cost, you will need to submit the documentation to the Teacher Education & Certification Office prior to the expiration date on your certificate. If you have satisfied these requirements, submit the corresponding documents with your application or as soon as possible.

Requirement for 2nd Year

- Basic Competency Exam**
Official score report showing the passing score on an approved Basic Competency Exam (BCE).
- ACT (Math, Reading, & Writing)
- California Basic Educational Skills Test (CBEST)
- Georgia Assessment for the Certification of Teachers
- Michigan Test for Teacher Certification (MTTC)
- New Mexico Assessment of Teacher Basic Skills
- Oklahoma General Education Test (OGET)
- Praxis CASE (Math, Reading & Writing)
- SAT (Math, Reading, & Writing)
- Alabama Work Keys
- Florida Teacher Certification Exam
- Illinois Certification Testing System
- NES Essential Academic Skills
- New York State Teacher Certification Liberal Arts/Sciences Test
- Praxis I (Math, Reading, & Writing)
- Washington Educator Skills Test-Basic (WEST-B)

Requirements for 3rd Year

- Required Coursework**
Official transcripts showing the completing of three semester hours of approved Alaska studies coursework and three semester hours of approved Alaska multicultural coursework.

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

APPROVED Alaska studies coursework (Three (3) semester hours)

College or University	Course Number(s)	Completion Date

APPROVED Alaska multicultural coursework (Three (3) semester hours)

College or University	Course Number(s)	Completion Date

~Note: Electronic transcripts are accept for extending your Initial certificate

KEEP THIS PAGE FOR YOUR RECORDS.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



PROFESSIONAL REQUIREMENTS (Instructions page 4)

After obtaining an Initial teacher certificate, the next step is qualifying for the renewable five-year Professional teaching certificate. Read the following and note the requirements that you need to satisfy for the Professional teaching certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teaching certificate instead of an Initial teaching certificate.

Requirements for Professional Certification

- Professional Teacher Certification Application**
- Bachelor's Degree or higher from a regionally accredited college or university.**
- Alaska Studies coursework**
Official transcripts showing the completing of three semester hours of approved coursework.
- Alaska multicultural coursework**
Official transcripts showing the completing of three semester hours of approved coursework.
- Recency Credit**
Official transcripts showing the completing six (6) semester hours of college coursework within the last five years. The Alaska Studies and Alaska Multicultural courses can be used to satisfy the recency requirement.
- Mandatory Trainings**
On and after June 29, 2017, evidence of the completion of the four mandatory trainings must be submitted with your application. The trainings must have been completed during the five years prior to receipt of your application. More information on the mandatory training requirements is available at <https://education.alaska.gov/TeacherCertification/mandatorytraining.html>.
- Verification Form**
 - A State-approved Verification and official transcripts showing the completion of an approved teacher preparation program;
 - OR-
 - A Foreign Evaluation from an approved agency showing the completion of a teacher preparation program outside of the United States.
- Two years of teaching experience**
Two years of teaching experience in a state-approved or accredited elementary or secondary school while holding a valid teaching certificate.
- Basic Competency Exam**
Official score report showing the passing score on an approved Basic Competency Exam (BCE).
- Content Area Exam**
Official score report showing the passing score on an approved Content Area Exam (e.g. Praxis II) associated with the content or specialty area of the state approved program documented by your verification.
- **An FD-258 fingerprint card with \$60 background check fee**
 - OR-
 - **Employment verification;**
- Application Fee**
\$200.00

KEEP THIS PAGE FOR YOUR RECORDS.



INITIAL OUT-OF-STATE TEACHER CERTIFICATION APPLICATION



IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teaching certificate (Initial, Professional, or Master). In order to maintain an Initial teaching certification, the requirements and timeline described in the **Extension Checklist** must be satisfied. If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible to teach in Alaska.

When all of the extension requirements for your Initial teacher certification have been met, the next step in Alaska teacher certification is qualifying for a Professional teaching certificate. In order to qualify for the Professional, you will need to satisfy the requirements outlined in the **Professional Requirements** section.

NOTARIZATION

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

<p>I have read the IMPORTANT INFORMATION concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. 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 position in an Alaska public school that requires the type of certification described in this application.</p>	<p>State of _____ (Date)</p>
<p>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.</p>	<p>_____ (Name of Applicant)</p>
<p>_____ (Signature of Applicant) _____ (Date)</p>	<p>appeared before me whose identification I have verified on the basis of</p>
	<p>_____ (Type of Photo ID)</p>
	<p>to be the signer of this application and they acknowledged that they signed it.</p>
	<p>_____ (Signature of Notary)</p>
	<p>My commission expires: _____</p>

If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit