



# INITIAL TO PROFESSIONAL CHECKLIST



## PROFESSIONAL REQUIREMENTS

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 can apply for a Professional teaching certificate instead of the Initial teaching certificate. Please include all items with your application or verify they are on file with the Teacher Certification Office before applying. Contact information is below.

### Requirements for Professional Certification

- Professional Teacher Certification [Application](#)**
- [Transcripts](#)** showing a Bachelor's degree or higher from a regionally accredited college or university.
- [Alaska Studies coursework](#)**  
Official transcripts showing the completion of three semester hours of approved coursework.
- [Alaska multicultural coursework](#)**  
Official transcripts showing the completion of three semester hours of approved coursework.
- Recency Credit**  
Official transcripts showing the completion of six (6) semester hours of college / university coursework within the last five years. The Alaska Studies and Alaska Multicultural courses can be used to satisfy the recency requirement.
- [Mandatory Trainings](#)**  
Evidence of completion of the four Mandatory Trainings must be submitted with your application or be on file with Teacher Certification. The trainings must have been completed during the previous five years.
- [Teacher Preparation \(Program\) 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 under contract in a state-approved or accredited elementary or secondary school while holding a valid teaching certificate. (Short-term substituting does not count toward the experience requirement.)
- [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**  
A copy of your current year's teaching contract, a salary placement statement, or an HR letter verifying employment (long-term substituting under contract counts as employment, short-term subbing doesn't).
- Application Fee**  
\$200.00: You may pay with a credit card via the EED Online [Payment Center](#), with a cashier's check or money order (payable to EED).