
PERSONAL INFORMATION

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

The address entered will be the address that your certificate will be mailed. It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification Office.

Contact information can be updated online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

BACKGROUND INFORMATION

Answer "yes" or "no" to questions one through six (1-6) as they apply to you. If the answer to any of these questions is "yes," please 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 incidences involving Driving While Intoxicated (DWI) or Driving Under the Influence (DUI).

If no written explanation is provided for any "yes" answers to questions one through six (1-6), the application will be returned.

If you answer "yes" to question seven (7), list the Alaska public school district where you will be teaching. In order to qualify for an Initial Proof of Program Enrollment Teacher certificate, you must be under contract or have been offered a contract with a public school district in Alaska.

ETHNICITY

Check the box that most appropriately applies to you. A definition for each choice is provided.

CERTIFICATION REQUIREMENTS

Use the lists of requirements for the Initial Proof of Program Enrollment teacher certificate to determine if you qualify for this certificate.

BASIC COMPETENCY EXAM

Indicate the approved Basic Competency Exam (BCE) that you have passed.

The passing BCE scores can be sent to the Teacher Certification office directly from Educational Testing Services (ETS), or you can include an **original/official** examinee score report with your application. To contact ETS, visit www.ets.org.

If you have the scores sent directly from ETS, email the Teacher Certification office at tcwebmail@alaska.gov to verify that BCE scores are on file **BEFORE** sending the application. The application will be returned if it is submitted before passing BCE scores have been received in the Teacher Certification office.

For all other approved basic competency exams, an **original/official** examinee score report showing passing scores on all three sections of the exam must be included with the application. More information concerning approved exams is available on our website at <http://education.alaska.gov/TeacherCertification/praxis.html>.

RECORD OF TRAINING

List all colleges/universities you attended to complete your degree(s) and any courses completed in your approved teacher preparation program. Your official transcripts must show the completion of at least a bachelor's degree from a regionally accredited or nationally accredited university to qualify for this Alaska Initial teacher certification. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application. Information concerning foreign evaluations can be found at https://education.alaska.gov/TeacherCertification/forms/Foreign_Evaluation_Info.pdf

If you have completed the required **Alaska Multicultural** or the required **Alaska Studies** coursework, please provide the requested information. If you have not completed the required coursework, indicate the courses you plan to take and the anticipated dates of completion.

Official transcripts for all institutions listed in this section must be included with the application or on file with the Teacher Certification office. Do **not** request universities to submit transcripts directly to the Teacher Certification office. *We encourage you to open the sealed transcripts when they arrive to verify the correct coursework and/or degree(s) are posted. We accept official transcripts after they have been opened, provided the transcripts bear the registrar's signature/seal and are printed on official university transcript paper.*

Unofficial transcripts, electronic transcripts, or photocopies will not be accepted.

SUBJECT MATTER EXPERIENCE

List the subject matter experience relevant to the areas you are requesting in the "Requested Endorsement" section. To qualify for this certificate, you must have at least five years of experience in the subject areas you are requesting for endorsements. If you need additional space, provide the information on a separate sheet of paper.

REQUESTED ENDORSEMENTS

Endorsements will only be granted if they have been **requested** in this section of the application. List the teaching endorsements that you are requesting to be on your Initial Proof of Program Enrollment teacher certificate. The endorsements you request can be based on a posted major or minor, the teacher preparation program in which you are enrolled, and passing scores on the Praxis II exams recognized by EED for adding an endorsement.

When requesting endorsements based on the teacher preparation program, the requested endorsement must match what is listed on your Proof of Program Enrollment form. In the areas of English, Mathematics, General Science, French, and German, you may also request endorsements based on passing scores on the required Praxis II exams.

Requesting an endorsement does not guarantee that the endorsement area will be granted. Endorsements will only be granted based on Alaska's endorsement requirements.

IMPORTANT NOTES

Read the important notes that are associated with the type of Initial teacher certificate for which you are applying. When you sign the notarization section, you will attest that you understand the requirements that still need to be met to maintain your Initial teacher certificate and to qualify for a Professional teacher certificate. See page 14 of the application for a list of requirements for Professional teacher certification.

NOTARIZATION

The application must be notarized by a certified Notary Public. If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

FINGERPRINT CARD CHECKLISTS

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 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 generated 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 Alaska Department of Public Safety (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, the Department of Public Safety (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>.

One (1) complete fingerprint card is a requirement for all applicants for Initial certification, with a few exceptions. If you need a fingerprint card, email the Teacher Certification Office at tcwebmail@alaska.gov and request that a card be sent to you. 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.

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

FEE SCHEDULE

The application fee for the Initial certificate is \$200.00. The background check processing fee is an additional \$60.00. All applicants for the Initial certificate must include payment in the form of a cashier's check, money order, credit card or debit card.

Fees are non-refundable. Personal checks are not accepted.

If paying by credit or debit card, complete all information in this section, including the name on the card and the cardholder's signature.

Cashier's checks or money orders can be made payable to the Alaska Department of Education & Early Development (EED).

REQUIREMENT CHECKLISTS

Review your application before submitting it to the Teacher Certification office. You must include all the items on the checklists. If any of the required documents listed on the checklist are not included with the application, the entire application will be returned.

You must have **completed** all requirements listed in this section in order to qualify for Initial certification. If you have not met all of the requirements listed in this section, the application will be returned. If you have questions about the requirements, please email the Teacher Certification office at tcwebmail@alaska.gov.

PROGRAM ENROLLMENT/DISTRICT REQUEST & ASSURANCE

You must submit a Proof of Program Enrollment and a District Request & Assurance form with this application.

The Proof of Program Enrollment form must be sent to the university where you are enrolled in an approved teacher preparation program. The District Request & Assurance form must be completed by the Alaska public school district which intends to employ you as a certified teacher.

More detailed directions on the completion of these forms can be found on page 9.

NOTE: Proof of Program Enrollment cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate.

MAIL YOUR APPLICATION

The application and supporting documents must 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

If you would like your original documents (i.e. transcripts, original score report) to be returned, you must include a self-addressed, stamped envelope with your application packet.

TEACHER CERTIFICATION APPLICATION
INITIAL CERTIFICATION/PROOF OF ENROLLMENT



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/>.**

BACKGROUND INFORMATION

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES NO 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
- YES NO 2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include 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 by another jurisdiction? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or voidance).
- YES NO 5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

If you answered "yes" to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.

- YES NO 7. Have you been offered a contract with a public school district in Alaska? If yes, please complete the following.

Alaska public school district: _____, beginning contract date: _____

In order to qualify for an Initial Proof of Program Enrollment Teacher certificate, you must be under contract or have been offered a contract with a public school district in Alaska.

TEACHER CERTIFICATION APPLICATION
INITIAL CERTIFICATION/PROOF OF ENROLLMENT



ETHNICITY

- Alaska Native
- Asian or Pacific Islander
- African American
- Hispanic
- Caucasian
- American Indian/ Native American
- Other

Alaska Native: Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.

Asian or Pacific Islander: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

African American: (Not of Hispanic origin); any person having origins in any of the Black racial groups of Africa.

Hispanic: Any person of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race

Caucasian: (Not of Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

American Indian/Native American: Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition.

CERTIFICATE REQUIREMENTS

Use the list of requirements below to determine if you qualify for an Initial Proof of Program Enrollment teaching certificate.

INITIAL/PROGRAM ENROLLMENT (1-Year)

- ❖ Have never held Alaska teacher certification
- ❖ Five years of experience in the subject matter the applicant will be teaching,
- ❖ Has passing scores on an approved Basic Competency Exam (BCE),
- ❖ Completed a bachelor's degree or higher from a regionally or nationally accredited university,
- ❖ Currently enrolled in a state-approved teacher preparation program, and
- ❖ Have been offered a certified teaching position by an Alaska public school district

NOTE: Individuals enrolled in a Special Education teacher preparation program are not eligible for an Initial teacher certificate using Proof of Program Enrollment.

BASIC COMPETENCY EXAM

Indicate the approved [basic competency exam](#) (BCE) that you have passed.

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> California Basic Educational Skills Test (C-BEST) | <input type="checkbox"/> Florida Teacher Certification Exam | <input type="checkbox"/> Michigan Test for Teacher Certification (MTTC) | <input type="checkbox"/> Oklahoma General Education Test (OGET) |
| <input type="checkbox"/> Washington Educator Skills Test-Basic (WEST-B) | <input type="checkbox"/> Georgia Assessment for the Certification of Teachers | <input type="checkbox"/> New Mexico Assessment of Teacher Basic Skills | <input type="checkbox"/> New York State Teacher Certification Liberal Arts and Sciences Test |
| <input type="checkbox"/> Praxis CASE (Math, Reading & Writing) | <input type="checkbox"/> Praxis I (Math, Reading, & Writing) | <input type="checkbox"/> Illinois Certification Testing System | <input type="checkbox"/> Alabama Work Keys |

If you have passing Praxis Core Academic Skills for Educators (CASE) or Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Services (ETS), or you can include an **original/official** examinee score report with your application. To contact ETS, visit www.ets.org. If you have had the scores sent directly from ETS, email the Teacher Certification office at tcwebmail@alaska.gov to verify passing Praxis I scores are on file, BEFORE sending in the application.

For all other approved basic competency exams, an *original* examinee score report showing passing scores on all three sections of the exam must be included with the application.

TEACHER CERTIFICATION APPLICATION
INITIAL CERTIFICATION/PROOF OF ENROLLMENT



RECORD OF TRAINING

[Official transcripts](#) of all academic work completed must be included with the application or be on file with our office. Your official transcripts must show the completion of at least a bachelor's degree from a regionally accredited university to qualify for Alaska teacher certification. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application. *Official transcripts may be opened, but not marked on in any way. Unofficial, photocopied, electronic or faxed transcripts or evaluations will not be accepted.*

DEGREE(S) EARNED	COLLEGE OR UNIVERSITY	CITY, STATE	MAJOR/PROGRAM	YEARS ATTENDED

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

REQUIREMENTS	COLLEGE OR UNIVERSITY	COURSE NUMBER(S)	DATE OR ANTICIPATED DATE OF COMPLETION
Three (3) semester hours of APPROVED Alaska Studies coursework			
Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework			

SUBJECT MATTER EXPERIENCE

To qualify for the proof of program enrollment, you must have five years of experience in the subject requested in the "Requested Endorsement" section. If you need additional space, provide the information on a separate sheet. The coursework required to complete your bachelor's degree can be used to satisfy a portion of this requirement.

DESCRIPTION OF EXPERIENCE	LOCATION	DATES OF EXPERIENCE	TOTAL YEARS OF EXPERIENCE

REQUESTED ENDORSEMENTS

List all requested endorsements, content or specialty area(s), and grade levels. 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 "List of Endorsements" located on page 12 of this application.**

Endorsements can include the teacher preparation program described on the Proof of Program Enrollment form, posted major and minors on your college transcripts, and available content areas for which Alaska awards endorsements based on passing Praxis II exams (English, Mathematics, General Science, French, & German). For the Initial Proof of Program enrollment, each endorsement area must be supported by five years of experience in the content area.

Only endorsements based on the Proof of Program Enrollment form will have grade levels on your teacher certificate.

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
(SAMPLE) ELEMENTARY EDUCATION	<u> K-8 </u>	3. _____	_____
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____

TEACHER CERTIFICATION APPLICATION
INITIAL CERTIFICATION/PROOF OF ENROLLMENT



IMPORTANT NOTES

INITIAL/PROGRAM ENROLLMENT (1-year certificate)

Within one year from the date that your application was received by the Teacher Certification office, updated [official transcripts](#) and an updated [Proof of Program Enrollment](#) form showing progress toward completion of your teacher preparation program **or** official, updated [official transcripts](#) and an [Institutional Recommendation](#) showing the completion of a teacher preparation program must be received by the Teacher Certification office. Upon receipt of the transcripts and recommendation or program enrollment form, your Initial certificate will be extended for one additional year.

Within two years from the date that your application was received by the Teacher Certification office, [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 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.

NOTARIZATION

State of _____ Date _____
(MONTH/DAY/YEAR)

_____ appeared before me whose
(NAME OF APPLICANT)

identification I have verified on the basis of _____
(TYPE OF PHOTO ID)

to be the signer of this application and he/she acknowledged that he/she signed it.

(SIGNATURE OF NOTARY)

My commission expires: _____

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

I have read the **IMPORTANT NOTES** concerning the 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 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.

SIGNATURE OF APPLICANT

DATE

TEACHER CERTIFICATION APPLICATION
INITIAL CERTIFICATION/PROOF OF ENROLLMENT



REQUIREMENT CHECKLISTS

You must include all of the items required in a single application packet. If any item is missing, 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 Certification office. **Photocopied/faxed applications will not be accepted.**

- Complete Initial Application** (pages 3 -8)
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. The application must be mailed to the Teacher Certification office at the address below.
 - Passing scores on an [approved Basic Competency Exam \(BCE\)](#)** (page 4)
If you have passing Praxis CASE or Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Service (ETS), or you can include an original examinee score report with your application. To contact ETS, visit www.ets.org. Email the Teacher Certification office to verify passing Praxis CASE or Praxis I scores are on file, BEFORE sending in the application. For all other approved basic competency exams, an *original* examinee score report must be included with the application. **Photocopies of reports will not be accepted.**
 - Official transcripts verifying a Bachelor's Degree or Higher, from a regionally or nationally accredited institution** (page 5)
Official transcripts reflecting all degree(s) and teacher preparation program coursework completed must be included with the application or on file with the Teacher Certification Office. Unofficial, photocopied, faxed, or electronic transcripts will not be accepted. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.
Official transcripts or original foreign evaluation may be opened, but not marked on in any way.
 - Subject Matter Experience** (page 5)
List the experience in the subject requested in the "Requested Endorsement" section. If you need additional space, provide the information on a separate sheet. The coursework required to complete your bachelor's degree can be used to satisfy a portion of this requirement. Five years of experience is required in each of the areas that you are requesting in the endorsement section.
 - Fingerprint Card** (page 7)
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 Certification office to request a card be sent to you. Use the **Fingerprint Card Checklist** to make sure that all required items have been completed. If any section of the fingerprint card is incomplete, the entire application packet will be returned.
- OR-**
- Previous Clearance** (For Initial Applicants who held or hold a Student Teacher Authorization)
If you held an Alaska Student Teacher Authorization which expired less than 60 days prior to the date your 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. Email the Teacher Certification office at tcwebmail@alaska.gov to determine if your previous background clearance can be used for your Initial teacher application.
- Application Fees** (page 7)
The application fee for an Initial certificate is \$200.00. The background check processing fee is \$60.00. Submit a total fee of \$260.00. Fees are non-refundable. You may pay with a cashier's check, money order, credit card or debit card. **No personal checks will be accepted.**
 - Signature and Notarization** (page 6)
The "Notarization" section of the application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.
 - Proof of Program Enrollment** (page 11-12)
The regionally accredited university offering the approved teacher education program must complete the Proof of Program Enrollment form. The original Proof of Program Enrollment form must be included with this application. **NOTE:** This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate. **Photocopies/faxes will not be accepted.**
 - Proof of Pending Employment in an Alaska Public School District** (page 13)
The Alaska public school district which intend to employ you as a teacher must complete the District Request & Assurance form. The form must be included with application.



PROGRAM ENROLLMENT & DISTRICT REQUEST & ASSURANCE

Page 9 of 14

You must submit a Proof of Program Enrollment form and a District Request & Assurance form with your application.

APPLICANT DIRECTIONS:

- 1) Complete the APPLICANT INFORMATION section on both pages of the appropriate form.
- 2) Leave the remaining sections of the form blank. The university and the school district must complete all other sections.
- 3) Mail or fax the Proof of Program Enrollment form and the list of endorsements to the Dean or Certification Officer where you are currently enrolled. Contact the university to determine who has the authority to complete the Proof of Program Enrollment form.
- 4) Mail or fax the District Assurance form

UNIVERSITY DIRECTIONS:

- 1) Provide all of the requested information in the following sections of the Proof of Program Enrollment form provided by the applicant:
 - a. **ADMISSION INFORMATION**
 - b. **PROGRAM STANDARDS**
 - c. **DEGREE INFORMATION**
 - d. **SIGNATURE**
 - e. **STAMP OR SEAL**
- 2) If a Stamp or Seal is not available, complete all information using blue ink.
- 3) Please return the original Proof of Program Enrollment form to the applicant.

Photocopies/faxes will not be accepted.

If you have any questions concerning the completion of the Proof of Program Enrollment form, please email tcwebmail@alaska.gov for assistance.

DISTRICT DIRECTIONS:

- 1) Read the Special Notes and Request, Assurance & Signature section of the District Request & Assurance form provided by the applicant.
- 2) Provide all of the requested information in the following sections of the form:
 - a. **DISTRICT INFORMATION**
 - b. **PLACEMENT**
 - c. **REQUEST, ASSURANCE & SIGNATURE.**
- 3) Please return the original form to the applicant.

Photocopies/faxes will not be accepted.

If you have any questions concerning the completion of the District Request & Assurance form, please email tcwebmail@alaska.gov for assistance.

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



TEACHING ENDORSEMENTS

Art

Art
 Music
 Music – Choral
 Music – Instrumental
 Theater Arts
 Visual Arts

Early Childhood

Early Childhood Education
 Special Ed – Early Childhood

Languages

Bilingual Education
 English as a Foreign Language
 English as a Second Language
 Chinese
 Japanese
 French
 German
 Italian
 Latin
 Russian
 Spanish

Reading

Reading
 Reading Specialist
 Remedial Reading

Special Education

Special Education
 Physically Handicapped
 Visually Handicapped
 Hearing Impaired
 Learning Disability
 Emotionally Disturbed
 Cognitively Impaired
 Communication Disorders
 Multi-Handicapped
 Resource
 Adaptive P.E.
 Special Ed – Early Childhood

Alaska Native Studies

Alaska Native Studies
 Aleut Language/Culture
 Athabascan Language/Culture
 Haida Language/Culture
 Inupiaq Language/Culture
 Tlingit Language/Culture
 Yupik Language/Culture

Educational Technology

Educational Technology

Language Arts

English
 Language Arts
 Literature
 English Literature
 Russian Literature
 Communication
 Speech
 Journalism
 Humanities

Science

Science
 Biology
 Chemistry
 Earth Science
 Environmental Science
 General Science
 Geology
 Health
 Life Science
 Natural Science
 Physical Science
 Physics
 Zoology

Library

(Only available if applicant has completed a teacher preparation program.)
 School Librarian
 Library Science
 Media Specialist

Business

Business Education
 Business Communication
 Computer Education
 Marketing

Elementary Education

Elementary Education

Mathematics

Mathematics

Middle School

Middle School

Physical Education

Physical Education
 Coaching
 Kinesiology
 Adaptive P.E.

Social Studies

Social Studies
 Anthropology
 Economics
 Government
 History
 Political Science
 Social Science
 Sociology
 U.S. History
 World History
 Russian History
 Geography
 Psychology

Vocational Education

Vocational Education
 Technology Education
 Family/Consumer Science
 Industrial Arts
 Industrial Technology

GRADE LEVELS

Birth – Grade 3	Grades K-3	Grades 5-8	Grades 7-10
Pre K – Grade 3	Grades K-5	Grades 5-12	Grades 7-12
Pre K – Grade 12	Grades K-8		Grades 9-12
	Grades K-12		

Important Note: Other grade level combinations are available. Grade levels reflect the range of grades that your preparation program is approved to prepare you to teach.


 TEACHER CERTIFICATION APPLICATION
PROOF OF PROGRAM ENROLLMENT

This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for Initial certification.

APPLICANT INFORMATION

This section is to be completed by the applicant before submission to the regionally accredited college/university. All other sections are to be completed by the preparing institution's school of education.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE ZIP CODE

The remaining sections are to be completed by the preparing institution's school of education, **not** the applicant.

ADMISSION INFORMATION

1. Has the applicant been admitted to an approved teacher education program, leading to certification? YES NO
2. What is the applicant's anticipated program completion date? _____ (MM/DD/YYYY)
3. How many credits of the approved program has the applicant completed? _____ CREDITS
4. How many total credits are in the approved program? _____ CREDITS
5. The applicant is currently enrolled in a program leading to certification in the area(s) listed below:

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

NOTE: This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate.

PROGRAM STANDARDS

Specify which standards the approved program meets:

- CAEP/NCATE
- NASDTEC
- STATE STANDARDS FROM AN NCATE PARTNERSHIP STATE
- STATE STANDARDS FROM AN NON-NCATE PARTNERSHIP STATE
- OTHER: _____

DEGREE INFORMATION

Please specify the type of program enrollment:

- | | | | |
|-------------------------------|------------------------------|-------------------------------|---|
| <input type="checkbox"/> BA | <input type="checkbox"/> MAT | <input type="checkbox"/> M.ED | <input type="checkbox"/> NO DEGREE/CERTIFICATION ONLY |
| <input type="checkbox"/> BS | <input type="checkbox"/> MA | <input type="checkbox"/> ED.D | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> B.ED | <input type="checkbox"/> MS | <input type="checkbox"/> PH.D | |

By signing below, I verify that the applicant has met all institutional requirements for enrollment in the approved programs in the content areas listed above.

SIGNATURE OF DEAN OR CERTIFYING OFFICIAL	PRINTED NAME	TITLE	DATE
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TEACHER CERTIFICATION APPLICATION
PROOF OF PROGRAM ENROLLMENT

This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for Initial certification.

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER

SIGNATURE

NAME OF INSTITUTION	CITY	STATE

REGIONAL ACCREDITING ASSOCIATION _____

SIGNATURE OF DEAN OR CERTIFYING OFFICIAL	PRINTED NAME	TITLE	DATE

PHONE NUMBER	FAX NUMBER

EMAIL ADDRESS

STAMP OR SEAL

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

**Please return the Proof of Program Enrollment to the applicant.
Photocopies/faxes will not be accepted.**

TEACHER CERTIFICATION APPLICATION
DISTRICT REQUEST & ASSURANCE



APPLICANT INFORMATION

The school district requests the issuance of an Initial Proof of Program Enrollment teacher certificate for the person named below.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER

This person will be employed as a certified teacher by the school district pending certification.

DISTRICT INFORMATION

NAME OF DISTRICT	NAME OF SUPERINTENDENT OR CHIEF SCHOOL ADMINISTRATOR

		AK	
DISTRICT OFFICE ADDRESS	CITY	STATE	ZIP CODE

9 0 7	9 0 7
DISTRICT PHONE NUMBER	DISTRICT FAX NUMBER

SUPERINTENDENT OR CHIEF SCHOOL ADMINISTRATOR EMAIL ADDRESS

PLACEMENT

Indicate the applicant's placement within the district.

LOCATION _____ CONTENT AREA _____ GRADE LEVEL(S) _____

SPECIAL NOTES

The department will extend the one-year Initial Proof of Program Teacher certificates for an additional year if the applicants submit the following items to the department prior to the expiration dates of their certificates:

- 1) Updated [official transcripts](#), and
 - 2) Updated [Proof of Program Enrollment](#) form showing progress toward completion of your teacher preparation program
- OR-
- 1) Updated [official transcripts](#), and
 - 2) An [Institutional Recommendation](#) showing the completion of a teacher preparation program
- AND-
- 3) A letter from the employing Alaska public school district verifying continued employment.

The department will extend the Initial Proof of Program Teacher certificates for third year if the applicants submit the following items to the department prior to the expiration dates of their extended certificates:

- 1) an [Institutional Recommendation](#) and
- 2) Updated [official transcripts](#) (The transcripts must document the completion of the teacher preparation program, three (3) semester hours of [approved Alaska Studies coursework](#) and three (3) semester hours of [approved Alaska Multicultural coursework](#)).

REQUEST, ASSURANCE & SIGNATURE

On behalf of the district's school board, I requested the issuance of an Initial Proof of Program Enrollment Teacher Certificate for the individual listed in the 'APPLICANT INFORMATION' section above.

I certify that the district intends to hire the applicant as a teacher in the designated content area. The applicant will only be assigned classes that are in the applicant's subject-matter expertise as recognized by the endorsement areas on their teaching certificate.

Per AS 14.20.022, the district will provide a mentor for the applicant who is an experienced teacher for at least the first year of the applicant's employment in the district.

The school district's Board of Education and the applicant are aware of the requirements described in the 'SPECIAL NOTES' section above. If the requirements are not met by the expiration of the one-year certificate, the applicant will no longer hold Alaska certification and will not be eligible to hold a teaching position in an Alaska public school.

SIGNATURE OF SUPERINTENDENT OR CHIEF SCHOOL ADMINISTRATOR	PRINTED NAME	DATE
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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

TEACHER CERTIFICATION APPLICATION
PROFESSIONAL CERTIFICATION REQUIREMENTS



After obtaining an Initial teacher certificate, the next step in Alaska teacher certification is qualifying for a Professional teacher certificate.

Read the following list and note the requirements that you still need to satisfy to gain a Professional teacher certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teacher certificate instead of an Initial teacher certificate.

The Professional application is available at <https://education.alaska.gov/teachercertification/forms/profess.pdf>.

Requirements satisfied through qualifying for an Initial 3-year certificate

- Passing scores on an approved [Basic Competency Exam](#) (e.g. Praxis CASE, Praxis I, CBEST, WEST-B, etc.) *
- An [Institutional Recommendation](#) and [official transcripts](#) showing the completion of an approved teacher preparation program *
- OR-
- A [State Recommendation](#) 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. *

- Official transcripts showing the completion of the following:
 - A Bachelor's degree or higher from a regionally accredited institution,
 - Three semester hours of [approved Alaska Studies coursework](#), **
 - Three semester hours of [approved Alaska Multicultural coursework](#), ** and
 - Six semester hours of college coursework within the last five years (recency credit). If the Alaska Studies course and Alaska Multicultural course were completed within the last five years, they will satisfy the recency requirement.

Requirements satisfied while holding an Initial 3-year certificate

- Two years of teaching experience while holding a valid teaching certificate in the state where the teaching experience is gained.
- Passing scores on an [approved content area exam](#) (e.g. Praxis II)
- Employment verification **or** a [FD-258 fingerprint card](#) with \$60 processing fee
- Application fee--\$200.00
- A complete [Professional teacher certificate application](#)

* Requirements must be met to hold a two-year Initial.
** Requirements must be met to hold a three-year Initial.