



INITIAL PROOF OF PROGRAM ENROLLMENT TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS



REQUIREMENTS

An applicant must meet the following requirements to qualify for a one-year Initial Proof of Program Enrollment teacher certification:

- ❖ Completion of a bachelor's degree from a regionally or nationally accredited university;
- ❖ Enrolled in a state approved teacher preparation program;
- ❖ Passing scores on an approved [Basic Competency Exam](#);
- ❖ Passing scores on an approved [Content Area Exam](#);
- ❖ Five years of experience in the subject matter that you will be teaching;
- ❖ Offered a certified teaching position by an Alaska public school district.

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

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

Meeting the requirements above will qualify the applicant for a one-year certificate that can be extended for a third year.

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

- ❖ Submit an updated proof-of-program enrollment form; and
- ❖ Submit an updated transcript showing progress toward the completion a state-approved teacher preparation program.

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

- ❖ Submit an institutional recommendation;
- ❖ Submit updated transcripts showing completion of:
 - A state-approved teacher preparation program;
 - Three semester hours of an [approved Alaska studies](#) course; and
 - 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.

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.



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- **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.
- **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 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>.

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 <http://www.eed.state.ak.us/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 teacher, 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.



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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.

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

~NOTE: If your application is submitted without a complete fingerprint card or an acceptable alternative, your application will be returned unprocessed.

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.

~NOTE: Request the transcripts be sent to directly to you to include with 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. If your application packet is missing the required transcripts, your application will be returned unprocessed.

Official transcripts for all institutions where you earned your degrees or completed your state-approved preparation program must be included with the application with the Teacher Education & Certification Office. We accept official transcripts after they have been opened, provided they contain the registrar's signature/seal and are printed on official university transcript paper.

If you have submitted the required transcripts with previous applications, verify the transcripts are on 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. You may open the transcripts when they arrive to verify the correct coursework and/or degree(s) are posted.

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

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.

BASIC COMPETENCY EXAM

Indicate the approved Basic Competency Exam (BCE) that you have passed. If you have passing Praxis Core Academic Skills for Educators (CASE) or Praxis I scores, they can be sent to the Teacher Education & 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. Alaska's ETS recipient code is 7027.

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

For all other approved basic competency exams, the original/official examinee score reports showing passing scores on all three required sections must be included with the application. More information concerning approved exams is available on our website at <https://education.alaska.gov/teachercertification/praxis.html>.

~Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.



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ENDORSEMENT REQUESTS

Provide the information concerning each endorsement you are requesting. 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 “Endorsements List” located on page 19 of this application. Endorsements will only be granted based on Alaska’s endorsement requirements.

In order to qualify for certification, you must have passing scores on a content area exam associated with the content or specialty area of your state approved preparation program as indicated on your proof-of-program enrollment form.

~Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.

Additional endorsements may be added to your certificate based on the following:

- ❖ Completion of an additional state-approved program and the required scores on the associated content area exam;
or
- ❖ Posted degree (Major or Minor) with at least 18 semester hours of coursework.

Content Area Exams: A copy of the official score report must be submitted with your application or on file with the Teacher Education & Certification Office.

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.

If any of the required documents listed on the checklist are not included with the application or are not on file with the Teacher Education & Certification Office, the entire application will be returned.

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, as well as indicating 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.

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 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.

~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 credit card or debit card via the EED Online Payment Center, cashier’s check (payable to Education & Early Development), or money order. 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 Online Payment receipt with your application.



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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 recommended 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 PROOF OF PROGRAM ENROLLMENT 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.



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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)
Initial/Second Initial	
Professional/Type A	
Type B Administrative	
Type C Special Services	

Certificate Type	Issue Date(s)
Masters	
Reemployment	
Retired/Lifetime	
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:



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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

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 Experience

BASIC COMPETENCY EXAM (Instructions page 3)

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

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



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ENDORSEMENT REQUESTS (Instructions page 4)

Qualifying endorsements will only be granted if they have been requested in this section of the application. Endorsements will only be granted based on Alaska's endorsement requirements. You may only request endorsement areas found on the "Endorsements List" located on page 16 of this application.

Content area exam & state-approved program

In the table below, indicate the requested endorsement(s), grade levels, location of the state-approved program, name, exam number, name of test vender, and date the exam was taken.

~Note: Include transcripts, proof of program enrollment form, and content area exam score report in your application packet.

Requested Endorsement	Grade Levels	State-approved program (University/State)	Content Area Exam (Vendor, Name, & Exam #)	Exam Date
<i>[SAMPLE] Elementary Education</i>	<i>K-8</i>	<i>University of Alaska SE</i>	<i>ETS Elementary Content</i>	<i>5/18/15</i>

Posted Degree (Major or Minor) endorsement requests

In the table below, indicate the requested endorsement(s), the university where the degree was earned, and the number of semester hours of coursework completed for the degree. The posted major or minor must be based on at least 18 semester hours of content area coursework.

~Note: Include transcripts in your application packet.

Requested Endorsement	University	Semester Hrs.	Date earned
<i>[SAMPLE] Biology</i>	<i>University of Alaska Fairbanks</i>	<i>36</i>	<i>1/24/00</i>



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CERTIFICATE CHECKLIST (Instructions page 4)

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 6 – 14)

Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned.

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.

Official Transcripts

Official transcripts verifying a Bachelor's Degree or higher, from a regionally accredited institution. 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.

Five years of Subject-Matter Experience (page 8)

Five years of experience in the subject required in the Requested Endorsement section must be evident in the Subject Matter Experience section on page 8 of this application. The coursework required to complete your bachelor's degree can be used to satisfy a portion of this requirement.

Passing scores on an approved Basic Competency Exam (BCE)

If you have passing Praxis CASE or Praxis I scores, they can be sent to the Teacher Education & 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 Education & 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.

~Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.

Passing scores on an approved Content Area Exam

In order to qualify for certification, you must have passing scores on a content area exam associated with the content or specialty area of your state-approved preparation program as indicated on your recommendation or proof-of-program enrollment form. An original or a photocopy of the official score report must be submitted with your application or on file with the Teacher Education & Certification Office. Alaska accepts approved content area exams from other states that are comparable with the Alaska's approved content area exam.

~Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.



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District Request & Assurance Form (page 16)

The Alaska public school district which intends to employ you as a teacher must complete the District Request & Assurance form. The form must be included with the application.

Proof of Program Enrollment Form (pages 17-18)

A Proof of Program Enrollment form must be included with this application. The form must first be sent to the regionally accredited university where you are enrolled an approved teacher preparation program. The form must be included with the application. More detailed directions on the completion of these forms is provided on page 15. **Photocopies/faxes will not be accepted.**

~NOTE: Individuals enrolled in special education program are not eligible for an Initial Proof of Program Enrollment certificate. Those individuals must complete a special education program prior to applying for the Initial certificate.

Notarization (page 14)

The "Notarization" section of this application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.

Fees & Online Payment Center Receipt

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 credit card or debit card via the EED Online Payment Center, cashier's check (payable to Education & Early Development), or money order. 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 Online Payment receipt with your application.



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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 Out-Of-State 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.

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

Requirements for 2nd Year

In order to have your Initial Proof of Program Enrollment certificate to be valid beyond year one, you must meet the following requirements:

- Continued enrollment in a state-approved teacher preparation program offered by a regionally accredited institution.** The preparing institution must update the Enrollment Form. The updated form can be submitted directly to the Teacher Education & Certification Office. **Photocopies or faxes will not be accepted.** (Form available at <https://education.alaska.gov/TeacherCertification/apply.html>);
- Official transcripts from a regionally accredited institution showing substantial progress in completing the teacher preparation program;** and
- Verification of continued employment with the sponsoring Alaska school district.**
Provide a signed copy of your contract attesting to your continuing employment with an Alaska school district.

Requirements for 3rd Year

In order to have your Initial Proof of Program Enrollment certificate to be valid beyond year two, you must meet all the following requirements:

- Verification form from a state-approved teacher preparation program offered by a regionally accredited institution** (Form available at <https://education.alaska.gov/TeacherCertification/apply.html>);
- Official transcripts showing the completion of a state-approved teacher preparation program offered by a regionally accredited institution;** and
- Official transcripts showing the completion of three semester hours of approved Alaska multicultural coursework and three semester hours of approved Alaska studies coursework.**

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 Dat

~Note: Electronic transcripts will only be accepted when you are extending your Initial two- year certificate.

KEEP THIS PAGE FOR YOUR RECORDS.



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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**
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 trainings are 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 PROOF OF PROGRAM ENROLLMENT APPLICATION



IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teacher certificate (Initial, Professional, or Master). In order to maintain an Initial teacher certification, the requirements and timeline described in the **Extension Checklist** must be satisfied. If the requirements and timelines are not satisfied by the applicant, 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 teacher certificate. In order to qualify for the Professional, you will need to satisfy the requirements outlined in the **Professional Requirements** section.

NOTARIZATION

The application must be signed and dated by the applicant in the presence of a Notary Public or Postmaster. 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.

<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.



INITIAL PROOF OF PROGRAM ENROLLMENT TEACHER CERTIFICATION DISTRICT REQUEST/PROOF OF ENROLLMENT



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

APPLICANT DIRECTIONS:

- 1) Complete the APPLICANT INFORMATION section on both pages of the appropriate form(s).
- 2) Leave the remaining sections of the form blank. The university and 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 Request & Assurance form.

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 or 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.

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.

Photocopies or faxes will not be accepted.

If you have any questions concerning the completion of the Recommendation Form Letter, email tcwebmail@alaska.gov for assistance.



**INITIAL PROOF OF PROGRAM ENROLLMENT
TEACHER CERTIFICATION
DISTRICT REQUEST & ASSURANCE FORM**



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	M.I.	Last four (4) digits of Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="X"/> <input type="text" value="X"/> <input type="text" value="X"/> <input type="text" value="X"/> - <input type="text" value="X"/> <input type="text" value="X"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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	
<input type="text"/>		<input type="text"/>	
District Office Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	AK	<input type="text"/>
District Phone Number		District Fax Number	
9 0 7 - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>		9 0 7 - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	
Superintendent or Chief School Administrator Email Address			
<input type="text"/>			

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:

- ❖ Updated official transcripts showing progress toward completion of your teacher preparation program,
- ❖ Updated Proof of Program Enrollment form or a State-approved program verification form; and
- ❖ 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:

- ❖ An Institutional Recommendation; and
- ❖ Updated official transcripts documenting 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

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.

District's Superintendent or Chief School Administrator Signature	Printed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>



**INITIAL PROOF OF PROGRAM ENROLLMENT
TEACHER CERTIFICATION
PROOF OF PROGRAM ENROLLMENT FORM**



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 college/university. All other sections are to be completed by the preparing institution's School of Education.

Last Name First Name M.I. Last four (4) digits of 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

- Has the applicant been admitted to an approved teacher education program, leading to certification? Yes No
- Can the applicant complete the program within 2 years? Yes No
- How many credits of the approved program has the applicant completed? _____ CREDITS
- How many total credits are in the approved program? _____ CREDITS
- The applicant is currently enrolled in a program leading to certification in the area(s) listed below:

CONTENT AREA	GRADE LEVEL(s)	CONTENT AREA	GRADE LEVEL(s)
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

PROGRAM STANDARDS: Specify which standards the approved program meets:

- CAEP/NCATE/TEAC State Standards Other:

DEGREE INFORMATION: Specify the degree the applicant earned as part of the approved program:

- Bachelor's Master's M.A.T.
 Ed.D. Ph.D. No degree/endorsement or certification ONLY Other:

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 _____

THIS FORM CANNOT BE USED FOR INDIVIDUALS ENROLLED IN SPECIAL EDUCATION PROGRAMS. THOSE INDIVIDUALS MUST COMPLETE THEIR PROGRAM PRIOR TO APPLYING FOR INITIAL CERTIFICATION.



**INITIAL PROOF OF PROGRAM ENROLLMENT
TEACHER CERTIFICATION
PROOF OF PROGRAM ENROLLMENT FORM**



APPLICANT INFORMATION

Last Name	First Name	M.I.	Last four (4) digits of Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

INSTITUTIONAL SIGNATURE

Name of Institution	City	State	Regional Accrediting Association
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Dean or Certifying Official	Printed Name	Title	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Fax Number		
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Email Address			
<input type="text"/>			

INSTITUTIONAL STAMP OR SEAL

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

PLEASE RETURN THE PROOF OF PROGRAM ENROLLMENT FORM TO THE APPLICANT.
PHOTOCOPIES OR FAXES WILL NOT BE ACCEPTED.



TEACHER EDUCATION & CERTIFICATION ENDORSEMENT LIST



<p>ART</p> <ul style="list-style-type: none"> • Art • Music • Music – Choral • Music – Instrumental • Theater Arts • Visual Arts <p>ALASKA NATIVE STUDIES</p> <ul style="list-style-type: none"> • Alaska Native Studies • Aleut Language/Culture • Athabascan Language/Culture • Haida Language/Culture • Inupiaq Language/Culture • Tlingit Language/Culture • Yupik Language/Culture <p>BUSINESS</p> <ul style="list-style-type: none"> • Business Education • Business Communication • Computer Education • Marketing <p>EARLY CHILDHOOD</p> <ul style="list-style-type: none"> • Early Childhood Education • Special Ed – Early Childhood <p>EDUCATIONAL TECHNOLOGY</p> <ul style="list-style-type: none"> • Distance Teaching & E-Learning • Educational Technology <p>ELEMENTARY EDUCATION</p> <ul style="list-style-type: none"> • Elementary Education <p>LANGUAGE ARTS</p> <ul style="list-style-type: none"> • Communication • English • English Literature • Humanities • Journalism • Language Arts • Literature • Russian Literature • Speech <p>LANGUAGES</p> <ul style="list-style-type: none"> • Bilingual Education • Chinese • English as a Foreign Language • English as a Second Language • French • German • Italian • Japanese • Latin • Russian • Spanish 	<p>LIBRARY (Only available if applicant has completed a teacher preparation program.)</p> <ul style="list-style-type: none"> • Library Science • Media Specialist • School Librarian <p>MATHEMATICS</p> <ul style="list-style-type: none"> • Mathematics <p>MIDDLE SCHOOL</p> <ul style="list-style-type: none"> • Middle School <p>PHYSICAL EDUCATION</p> <ul style="list-style-type: none"> • Adaptive P.E. • Coaching • Kinesiology • Physical Education <p>POLITICAL SCIENCE</p> <ul style="list-style-type: none"> • Social Science • Sociology • U.S. History <p>READING</p> <ul style="list-style-type: none"> • Reading • Reading Specialist • Remedial Reading <p>SCIENCE</p> <ul style="list-style-type: none"> • Biology • Chemistry • Earth Science • Environmental Science • General Science • Geology • Health • Life Science • Natural Science • Physical Science • Physics • Science • Zoology 	<p>SOCIAL STUDIES</p> <ul style="list-style-type: none"> • Anthropology • Economics • Geography • Government • History • Political Science • Psychology • Russian History • Social Science • Social Studies • Sociology • U.S. History • World History <p>SPECIAL EDUCATION</p> <ul style="list-style-type: none"> • Adaptive P.E. • Cognitively Impaired • Communication Disorders • Emotionally Disturbed • Hearing Impaired • Learning Disability • Multi-Handicapped • Physically Handicapped • Resource • Special Ed – Early Childhood • Special Education • Visually Handicapped <p>VOCATIONAL EDUCATION</p> <ul style="list-style-type: none"> • Family/Consumer Science • Industrial Arts • Industrial Technology • Technology Education • Vocational Education
<p>Alaska recognizes all of the certificate areas and development levels recognized by the National Board for Professional Teaching Standards (NBPTS). To learn more, go to http://boardcertifiedteachers.org/certificate-areas.</p>		
<p>Grade Levels</p>		
<p>Birth – Grade 3 Pre K – Grade 3 Pre K – Grade 12 Grades K – 3 Grades K – 5 Grades K – 8 Grades K – 12</p>	<p>Grades 5 – 8 Grades 5 - 12 Grades 7 – 10 Grades 7 – 12 Grades 9 – 12</p>	