 Limited World Language Certificate

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided and submit these pages on top of your application packet.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:

# REQUIREMENTS

An applicant must meet the following requirements to qualify for a one-year Limited Type W - World Language teacher certificate:

* Completion of a bachelor’s degree from a regionally accredited university or an equivalent established through a foreign transcript analysis by an approved organization;
* Enrolled in a state-approved teacher preparation program
-OR-
has completed a state-approved or an equivalent program established through a foreign transcript analysis by an approved organization;
* Passing scores on the mathematics portion of an approved [**Basic Competency Exam**](https://education.alaska.gov/TeacherCertification/praxis.html) (https://education.alaska.gov/teachercertification/praxis)
* Passing scores on an approved World Language [**Content Area Exam**](https://education.alaska.gov/teachercertification/contentareaexams) (https://education.alaska.gov/teachercertification/contentareaexams) for each content area you will be providing instruction or for which; offered a certified teaching position by an Alaska public school district.
* Offered a certified teaching position by an Alaska public school district to teach the content area(s) in which you are endorsed using the specified world language for instruction.

If you do not meet the requirements above, check the [**Types of Certificates**](https://education.alaska.gov/TeacherCertification/Certification.html) (https://education.alaska.gov/TeacherCertification/Certification.html) webpage or contact Teacher Certification for the appropriate certificate application.

The Limited Type W World Language certificate is a one-year certificate that may be extended out to three years. In order to have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate.

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

* Submit an updated [**Proof-of-Program Enrollment form**](file:///%5C%5Ceedjnugb-na2%5Cgroups%5CTCert%5CAPPLICATIONS%20AND%20FORMS%5CProof-of-Program%20Enrollment%20form)(https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx);
* Submit an updated official 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 a [**State Approved Program Verification Form**](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx);
* Complete three semester hours of an [**approved Alaska studies**](https://education.alaska.gov/teachercertification/alaska-studies)(https://education.alaska.gov/teachercertification/alaska-studies)course; and
* Complete three semester hours of an [**approved Alaska multicultural**](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) course.

 Limited World Language Certificate

Teacher Certification - Alaska Department of Education and Early Development

# INSTRUCTIONS

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 (tcwebmail@alaska.gov) to consult with a Certification Analyst.

You must submit all of the items required 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.

Photocopied or faxed applications will not be accepted.

# INITIAL LIMITED WORLD LANGUAGE CHECKLIST

**[ ]  Limited Type W Checklist**Mark the checkbox next to each requirement to indicate the item is included in your application packet and include this checklist with your application.

**[ ]  Standard Application**Submit [**Standard Application**](https://education.alaska.gov/TeacherCertification/forms/standard-application.docx)(https://education.alaska.gov/TeacherCertification/forms/standard-application.docx) Make sure all sections of the application are complete.

**[ ]**  **District Request Form**
The superintendent or chief school administrator must complete the District Request form. The completed, original District Request form must be included with this application.

**[ ]  Official Transcripts/Certificates of Completion**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) and/or certificates of completion of all training listed in the ‘RECORD OF TRAINING’ section must be included with the application. Official transcripts may be opened, but not marked in any way.

If you completed your coursework outside of the United States, a complete, original [Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application. Unofficial, photocopied, faxed or electronic documents will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

**[ ]  Mandatory Trainings**

You must have completed the four [Mandatory Trainings](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) within the five years prior to the date of application.
Provide certificates of completion for the four required mandatory trainings if completed through the Department of Education and Early Development’s eLearning site.

-OR-

If the four mandatory trainings were provided by your school district, NOT through the Department of Education and Early Development’s eLearning site, the [Mandatory Training Record form](https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) (https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx)

 Limited World Language Certificate

Teacher Certification - Alaska Department of Education and Early Development

**[ ]  Basic Competency Exam (BCE) Mathematics Section**An original examinee score report with passing scores for the mathematics section of an approved Basic Competency Exam must be included with your application. Photo copies will not be accepted. If you have passing Praxis CORE or Praxis I scores, they can be sent to the Teacher Education & Certification Office directly from [Educational Testing Service](http://www.ets.org) (www.ets.org), or you can include an original examinee score report with your application.

**[ ]  Content Area Exam**Submit passing scores on a content area exam associated with the world language you are being hired to provide instruction. A Praxis II or an ACTFL exam will satisfy this requirement.

**[ ]  Proof of Program Enrollment Form**
Submit a [**Proof of Program Enrollment form**](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) (https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) with your application. The form must first be sent to the regionally accredited college or university where you are enrolled in an approved teacher preparation program. The original form must be included with the application. Photocopies/faxes/emails will not be accepted.

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 teaching certificate.

Alternate route teacher certification programs are not accepted for the Proof of Program Enrollment certificate.

**-OR-**

**State-Approved Program Verification Form**An [original verification form](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) must be included with this application.

If you completed your teacher preparation program outside of the United States, a [complete, original Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application.

Photocopies/faxes will not be accepted.

**[ ]  District Request & Assurance Form**
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.

**[ ]  Fees**The certification 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 via the EED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the EED Payment receipt with your application.

Cashier’s check or money order (payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

**[ ]  Notarization**A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. See end of this document.

 Limited World Language Certificate

Teacher Certification - Alaska Department of Education and Early Development

## EXTENSION CHECKLIST

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

# 2ND YEAR EXTENSION REQUIREMENTS

**[ ]  Updated Proof of Program Enrollment**Submit an updated [Proof of Program Enrollment Form](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) (https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx). The updated form can be submitted directly to the Teacher Education & Certification Office.

Photocopies, emails or faxes will not be accepted.

**[ ]  Official transcripts**Submit official transcripts showing substantial progress in completing a state-approved teacher preparation program.

Unofficial, photocopied, or faxed transcripts will not be accepted. Official transcripts may be opened, but not marked on.

**[ ]  Employment Verification**

If you are under contract in a certified position in an Alaska public school district. You may submit a letter from the employing school district office, a salary placement statement or a photocopy of your current, signed contract as verification. A pay stub **does not** count as employment verification.

# 3ND YEAR EXTENSION REQUIREMENTS

**[ ]  Official transcripts**

Showing the completing of three semester hours of approved [Alaska Studies](https://education.alaska.gov/teachercertification/alaska-studies) (https://education.alaska.gov/teachercertification/alaska-studies) coursework.

**[ ]  Official transcripts**

Showing the completion of three semester hours of approved [Alaska Multicultural](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) coursework.

**[ ]  Official transcripts**Submit official transcripts showing the completion of a state-approved teacher preparation program.

Unofficial, photocopied, or faxed transcripts will not be accepted. Official transcripts may be opened, but not marked on.

**[ ]  Program Verification Form**
Submit a Program Verification form prepared by a state-approved teacher preparation program offered by a regionally accredited college or university. Photocopies, emails or faxes will not be accepted. Follow this link to the [Program Verification Form](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx).

 Limited World Language Certificate

Teacher Certification - Alaska Department of Education and Early Development

# IMPORTANT INFORMATION

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

* If an item is missing or incomplete, your application packet will be returned unprocessed to the address you provide in the personal information section of your application.
* If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.

We recommend that you send your complete application packet to the Teacher Education & Certification Office using one of the many tracking options that are available at your local post office.

# NOTARIZATION

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

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.

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:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# 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

PO Box 110500

Juneau, AK 99811-0500

**scanned or faxed application packets will not be accepted**