



NON-ACADEMIC CREDIT PRE-APPROVAL FORM
FOR SPONSORS OF INSTITUTES & WORKSHOPS

SPONSOR INFORMATION

Name of Sponsoring Organization		Representative	
Mailing Address	City	State	Zip Code
Home Phone Number	Email Address		

ACTIVITY INFORMATION

Prior to the institute or workshop, the first two sections of this form must be completed by the sponsor. Once complete, please send the form to the Teacher Certification Office at the address below. Within approximately two (2) weeks, you will receive notice of the pre-approval or denial.

Photocopies of this form may be distributed to participants of the institute or workshop. In order to receive non-academic credit(s). Participants will be required to complete the third section and submit it to the Teacher Certification Office along with the required written report and appropriate fees.

Title of Institute or Workshop	Location (city, state)
Inclusive dates of activity	Estimated contact hours

Purpose or objective (please attach agenda) of the Institute or Workshop?

PRE-APPROVAL

Yes No The activity described above has been pre-approved by the Teacher Certification Office for Non-Academic Credit.

The above activity has been pre-approved for _____ Non-Academic Credits.

Signature

Date

If denied, reason for denial: _____.



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Name

____-____-____
Social Security Number

PARTICIPANT INFORMATION

After completion of the Institute or Workshop, if approved, the participant must submit:

1. A written report which summarizes the activity and reacts to a major idea presented at the institute or workshop. The report must clearly state the strengths, weaknesses, and educational value of the activity in relation to the participant’s teaching assignment.
2. A copy of the completed Non-Academic Credit Pre-approval Form showing pre-approval by the Teacher Certification Office.
3. The fee for each non-academic credit is \$50. Participants may pay with a credit card via EED Online Payment Center, Cashier’s Check or Money Order (payable to DEED).

Once complete, submit all supporting documentation to the Teacher Certification Office no later than

Deadline

FINAL CREDIT APPROVAL

Your participation at the activity has been approved by the Teacher Certification Office for non-academic credit:

Yes No

You have been granted _____ non-academic credit(s).

Signature

Date

FEE SCHEDULE & ONLINE PAYMENT CENTER RECEIPT

The fee for each Non-Academic credit awarded is \$50. You may pay with a credit card via the EED Online Payment Center, with a cashier’s check or money order (payable to EED). 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 Payment receipt with your application.

SUBMIT YOUR APPLICATION

Mail, scan or fax a single application packet with all of the required information to the Teacher Education & Certification Office via the contact information below:

Teacher Certification
 801 W 10th Street, Suite 200
 PO Box 110500
 Juneau, AK 99811-0500
 (907) 465-2831
 (907) 465-2441 (fax)
<http://education.alaska.gov/TeacherCertification/>

