



NON-ACADEMIC CREDIT PRE-APPROVAL FORM FOR PARTICIPANTS IN INSTITUTES & WORKSHOPS



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.

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).

Administrator 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/>