 Professional Teacher 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 Professional Teacher Certificate:

* Completion of a bachelor’s degree from a regionally accredited university;
* Completed state approved teacher preparation program, as verified with the [**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);
* Passing scores on an approved [**Basic Competency Exam**](https://education.alaska.gov/TeacherCertification/praxis.html) (https://education.alaska.gov/teachercertification/praxis)
* Passing scores on an approved [**Content Area Exam**](https://education.alaska.gov/teachercertification/contentareaexams) (https://education.alaska.gov/teachercertification/contentareaexams)
* Completion of three semester hours of an [**approved Alaska Studies**](file:///%5C%5Ceedjnugb-na2%5Cgroups%5CTCert%5CAPPLICATIONS%20AND%20FORMS%5Capproved%20Alaska%20Studies)(https://education.alaska.gov/teachercertification/alaska-studies)course;
* Completion of three semester hours of an [**approved Alaska Multicultural**](file:///%5C%5Ceedjnugb-na2%5Cgroups%5CTCert%5CAPPLICATIONS%20AND%20FORMS%5Capproved%20Alaska%20Multicultural) (https://education.alaska.gov/teachercertification/culture) course.
* Completion of six semester hours of college/university coursework within the five years prior to application;
* Two years of teaching experience in a state-approved or accredited school while holding a teaching certificate; and
* Completion of the four [**Mandatory Training**](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) during the five years prior to receipt of your application.

NOTE: A Professional certificate is valid for five years and is renewable one year prior to expiration date (birthdate) and can be re-instated within a year after it expires.

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) webpage or contact Teacher Certification for the appropriate certificate application.

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# 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.

If you have previously submitted documents listed in the checklist below verify the documents are on file by contacting the Teacher Education & Certification Office (tcwebmail@alaska.gov).

Photocopied or faxed applications will not be accepted.

# PROFESSIONAL TEACHER CHECKLIST

**[ ]  Professional Teacher 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.

**[ ]  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 (tcwebmail@alaska.gov) to request a card be sent to you. Use the [Fingerprint Card Checklist](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) to make sure that all required information has been provided.

-OR-

**Previous Background Clearance**

If you have submitted a fingerprint, card / background check clearance in the previous six months.

-OR-

**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.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) from the colleges and universities listed in the Record of Training section on the standard application verifying a Bachelor’s Degree or higher, from a regionally accredited college or university.

If you completed your degree 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.

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**[ ]  Official transcripts**

* Include 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.
* Include 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.
* Include official transcripts showing completion of 6 semester hours or 9 quarter hours of credit from a regionally accredited college or university in the five years prior to the date of application. (The approved Alaska Studies and approved Alaska multicultural coursework can satisfy this requirement if complete in the five years prior to the date of application.)

**[ ]  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)

**[ ]  Two Years of Employment as a Certified Teacher**

Two (2) years of full-time, certified employment as a teacher must be evident in the Positions Held section of the Standard Application. Teaching experience must have been accrued in a state-approved or accredited elementary or secondary school while holding the appropriate certification.

If the two (2) years of certified employment used to satisfy this requirement occurred in a state other than Alaska, a copy of a teacher certificate from the state where the employment occurred must be submitted with this application or on file with our office. The out-of-state certificate must have been valid during the employment period.

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

**[ ]  Basic Competency Exam (BCE)**An original examinee score report with passing scores for an approved Basic Competency Exam must be included with your application. Photocopies 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 a copy of a score report showing passing scores on a content area exam associated with the content or specialty area of your state-approved preparation program as indicated on your State-Approved Program Verification form.

**[ ]  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 DEED 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.

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# REQUESTED ENDORSEMENTS

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 listed under the [Teaching Endorsements List](https://education.alaska.gov/teachercertification/available-endorsements) (https://education.alaska.gov/teachercertification/available-endorsements)

## STATE-APPROVED PROGRAM & CONTENT AREA EXAM

This method requires the completion of an approved teacher preparation program (university or alternative) and passing scores on the endorsement-related content area exam. If an endorsement is completed outside of Alaska, the applicant must be eligible to gain a comparable endorsement, including completing any required testing, for that state.

**Requested Endorsement Grade Levels State-Approved Program Content Area Exam**

**(University/State) (Vendor, Test Name, Exam #)**

## CONTENT AREA EXAMPLUS TEACHING EXPERIENCE

This method requires two years of teaching experience in the content area as well as passing scores on the endorsement-related content area exam. Additional grade levels may not be added to your certificate through this method.

**Requested Endorsement District & School School Years Content Area Exam (Vendor Name & Exam #)**

## POSTED DEGREE, MAJOR, OR MINOR

This method requires completion of at least one of the following degrees in the content or specialist area for which the endorsement is requested: (a) a doctorate degree; (b) a master’s degree; or (c) a baccalaureate degree, with a posted major or posted minor of at least 18 semester hours in the endorsement area requested. Additional grade levels may not be added to your certificate through this method.

**Requested Endorsement University/College Semester Hours Date Degree Completed**

## CAREER AND TECHNICAL EDUCATION ENDORSEMENT

This method requires two years of teaching experience in a CTE area; six semester hours of coursework focused on classroom management, student assessment and CTE-specific teaching strategies; and successful completion of an approved CTE
content-specific industry competency exam as approved by the department.

**Requested Endorsement District & School School Years Content Area Exam (Vendor, Name, Exam #)**

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# IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teaching certificate (Initial, Professional, or Master). The Professional certificate is valid for five (5) years and is renewable. To renew a five-year certificate, applicants must meet the [Renewal Requirements](https://education.alaska.gov/teachercertification/renewal-reinstatement) (https://education.alaska.gov/teachercertification/renewal-reinstatement). 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 you 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**