



APPLICATION INSTRUCTIONS
REINSTATEMENT OF RETIRED CERTIFICATE

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DIRECTIONS

An Alaska retired/lifetime certificates can be used to reinstate your previous Alaska certificates. In order to qualify for reinstatement, an applicant who holds a retired/lifetime certificate must satisfy the renewal requirements for the previous Alaska certificates during the five years prior to application for the reinstatement.

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and e-mail address (if available).

The address entered will be the address to which your certificate will be mailed. It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification Office. Contact information can be updated online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

BACKGROUND INFORMATION

Answer 'yes' or 'no' to questions #1-6 as they apply to you. If the answer to any of these questions is 'yes', please 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. It **is** necessary to provide written explanation of any DUIs. If no written explanation is provided for any 'yes' answers to questions #1-6, the application will be returned.

If you answer 'yes' to question #7, list the district where you are or will be employed and the start date of your most current contract.

ETHNICITY

Check the box that most appropriately applies to you. Definitions for each choice are provided.

CERTIFICATE INFORMATION

Indicate which certificate(s) you are reinstating from your retired/lifetime certificate.

REQUIREMENTS

You must have **completed** all requirements listed in this section in order to qualify for reinstatement. If you have not met all of the requirements listed in this section, the application will be returned.

Six semester or nine quarter hours of credit earned from a regionally accredited university are required for reinstatement of a retired/lifetime certificate.

If you are using CEUs or non-academic credit, please visit our website for those requirements and fees.

RECORD OF TRAINING (COLLEGE & UNIVERSITY)

List all colleges/universities attended to complete the credits required for reinstatement. In the five years prior to the date of application, you must have earned six semester (or nine quarter) hours of credit from a regionally accredited university in order to reinstatement your retired/lifetime certificate. At least three of the six required credits must be upper division or graduate level coursework.

Official transcripts for all institutions listed in this section must be included with the application, **not** sent directly to the Teacher Certification Office. You may open the transcripts when they arrive to verify the correct coursework and/or degree(s) are posted. Transcripts are acceptable after they have been opened, provided they contain the registrar's signature/seal and are printed on official university transcript paper.

The coursework you are using to reinstate your certificate must have a clear connection to either your employment that requires a teaching, administrative, or special services certificate, your endorsement areas, or a program that leads to an additional endorsement under 4 AAC 12.395 on a teacher, administrative, or special services certificate issued by the Alaska Department of Education & Early Development.

CEUs and non-academic credit can be substituted for up to three semester hours of credit. See the next section for more information.

RECORD OF TRAINING (CEUs & NON-ACADEMIC)

List the trainings you have completed during the five years prior to the date of application for reinstatement that you will be using to meet the reinstatement requirements. Up to three CEUs or Non-academic credits may be used to reinstate you certificate.

Read more about CEUs & Non-Academic Credits at http://education.alaska.gov/TeacherCertification/pdf/general_info.pdf.

The training you use for reinstatement must have a clear connection to either your employment that requires a teaching, administrative, or special services certificate or your endorsement areas.



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FINGERPRINT CARD CHECKLISTS

One (1) complete fingerprint card is a requirement for all applicants for certification, with a few exceptions. If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, use the checklist to make sure that all the required information on the fingerprint card has been completed.

If you cannot obtain a fingerprint card locally, e-mail the Teacher Certification Office at tcwebmail@alaska.gov to request a card be sent to you. More information and instructions can be found at <https://education.alaska.gov/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 have submitted a fingerprint card for a background check to the Teacher Certification Office in the previous six months, you may be eligible to use your previous background check for this application.

If you have any questions concerning a previous background check, e-mail the Teacher Certification Office at tcwebmail@alaska.gov.

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

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.

If any portion of this section is incomplete, the application will be returned.

CHECKLIST

Review your application before submitting it to the Teacher Certification Office. You must include all items on the checklist with the application. If you have questions about any of the required documents, please e-mail the Teacher Certification Office at tcwebmail@alaska.gov.

One completed fingerprint card is required for reinstatement. If you need a fingerprint card please e-mail the Teacher Certification Office at tcwebmail@alaska.gov and request the card. You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate spaces on the fingerprint card. All personal information must be filled in on the card, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

If any of the required documents listed on the checklist are not included with the application, the entire application will be returned.

FEE SCHEDULE & SIGNATURE

The certificate fee for each certificate being reinstated is \$200.00. The background check processing fee is an additional \$60.00. If you are renewing one certificate and also require fingerprint cards, submit a total fee of \$260.00. You may pay with a credit card via the EED Online Payment Center, a cashier's check (payable to EED), or a money order. **Personal checks are not accepted.**

If paying via the payment center (<https://education.alaska.gov/TeacherCertification/PaymentCenter>), include the EED Payment receipt with your application.

SPECIAL NOTE ABOUT REINSTATEMENT

We do not fax or mail a copy of your certificate to the school districts. It is the responsibility of the applicant to provide the district with a copy of his/her certificate.

FREQUENTLY ASKED QUESTIONS

How many university credits do I need to have in order to reinstate my previously held certificate?

You must submit official transcripts from a regionally accredited university showing 6 semester or 9 quarter hours of credit earned within the 5 years directly preceding the reinstatement application date. Transcripts must be on official transcript paper and bear the stamp or seal of the university registrar. We do not require sealed envelopes – please open your transcripts to verify that your credits have been posted, but do not mark on them in any way.

Will I need to be fingerprinted?

Yes. All applications for reinstatement require submission of fingerprint cards. One completed FBI applicant fingerprint card (Form FD-258) is required. If you are unable to obtain the fingerprint card locally, please e-mail tcwebmail@alaska.gov to request a card.

Department of Education & Early Development, Teacher Education and Certification
801 West 10th Street, Suite 200, PO Box 110500, Juneau, AK 99811-0500
Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov



REINSTATEMENT FROM RETIRED CERTIFICATE APPLICATION

PERSONAL INFORMATION

LAST NAME										FIRST NAME										M.I.		SOCIAL SECURITY NUMBER									
MAILING ADDRESS																				CITY					STATE		ZIP CODE				
HOME PHONE NUMBER										WORK OR MOBILE PHONE NUMBER										GENDER											
HOME E-MAIL ADDRESS																															
BIRTHDATE (MM-DD-YYYY)					FORMER LAST NAME(S)										HIGHEST EDUCATIONAL DEGREE																

The address entered will be the address that your certificate will be mailed. It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification Office.

Contact information can be updated online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

BACKGROUND INFORMATION

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES NO 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
- YES NO 2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include 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 by another jurisdiction? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or voidance).
- YES NO 5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

If you answered "yes" to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.

- YES NO 7. Are you currently under contract or have been offered a contract with a public school district in Alaska? If yes, please complete the following.

Alaska public school district: _____, beginning contract date: _____



REINSTATEMENT FROM RETIRED CERTIFICATE APPLICATION

ETHNICITY

- ALASKA NATIVE
- ASIAN OR PACIFIC ISLANDER
- AFRICAN AMERICAN
- HISPANIC
- CAUCASIAN
- AMERICAN INDIAN/NATIVE AMERICAN
- OTHER

ALASKA NATIVE: Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.

ASIAN OR PACIFIC ISLANDER: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

AFRICAN AMERICAN: (Not of Hispanic origin); any person having origins in any of the Black racial groups of Africa.

HISPANIC: Any person of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race

CAUCASIAN: (Not of Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

AMERICAN INDIAN/NATIVE AMERICAN: Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition.

CERTIFICATE INFORMATION

Please indicate the type(s) of 5-year certificate(s) you are reinstating from your retired/lifetime certificate:

- Professional Teaching Type B Administrative Type C Special Service Providers

REQUIREMENTS

All requirements listed below must be **completed** in order to reinstate a Retired/Lifetime certificate.

- SIX SEMESTER HOURS OF CREDIT EARNED SINCE THE ISSUE DATE OF THE CERTIFICATE BEING RENEWED OR REINSTATED**
Official transcripts reflecting at least 6 semester hours (or 9 quarter hours) of credit earned within the previous five years must be included with the application. *Of those required credit hours, three semester credits, or five quarter credits must be upper division or graduate level coursework. In Alaska, upper division coursework is designate by course numbers which are 300 and above. Up to three semester hours may be replaced with CEUs or non-academic credit. OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.*
- ONE (1) COMPLETED STANDARD FBI FINGERPRINT CARD (FD-258)**
Fingerprints must be rolled by a trained fingerprint technician. The technician must sign and date the fingerprint card. If you cannot obtain the fingerprint card locally, call or e-mail Teacher Certification to request a card. If any section on the fingerprint card is incomplete, the entire application packet will be returned.
- SURRENDER OF YOUR RETIRED/LIFETIME CERTIFICATE**
Return all copies of your retired/lifetime certificate with your application.

RECORD OF TRAINING (COLLEGE & UNIVERSITY)

Six semester or nine quarter hours of credit earned from a regionally-accredited university are required for reinstatement. Of those, three semester or five quarter credits must be upper division or graduate level coursework. *In Alaska, upper division coursework is designate by course numbers which are 300 and above.* The other three semester hours can be upper or lower division coursework. One (1) quarter hour is equivalent to two-thirds (2/3) of a semester hour.

List all college/university coursework completed since the effective date of the certificate you are renewing or reinstating.

COLLEGE OR UNIVERSITY	CITY, STATE	SEMESTER CREDIT HOURS EARNED*	SEMESTER/QUARTER ATTENDED



REINSTATEMENT FROM RETIRED CERTIFICATE APPLICATION

RECORD OF TRAINING (CEUs & NON-ACADEMIC CREDIT)

Continuing Education Units (CEUs) or non-academic credit will be count as lower division credits. Up to three Continuing Education Units or non-academic credits or may be used to renew a 5- or 10-year certificate.

For each CEU and non-academic credit indicate the name of the organization, the training location, the total contact hours, the CEU equivalent, and the date of attendance.

ORGANIZATION	TRAINING LOCATION	TOTAL CONTACT HOURS	CEU EQUIVALENT**	DATES OF ATTENDANCE

**Fifteen (15) contact hours are equivalent to one (1) Continuing Education Unit (CEUs). One CEU may be used in lieu of one lower division semester hour of credit.

CEUs are available from approved sponsors of professional development activities that are a minimum of 15 contact hours. A list of approved sponsors are available through the link below. Include the certificates earned for CEUs with your application. CEU certificates must include the applicant's name, the name of the approved sponsor, the dates of the activity, the location of the activity and the number of contact hours. For each CEU include an additional \$50 for processing.

Non-academic credit is available only from the Teacher Certification Office for pre-approved professional development activities which are a minimum of 15 contact hours. Non-academic credit is typically paid for at the time of approval. Contact the Teacher Certification Office at tcwebmail@alaska.gov to verify the non-academic credits that you have on file with our office and any outstanding balance.

CEU and Non-academic credit information is at https://education.alaska.gov/TeacherCertification/pdf/general_info.pdf.

NOTARIZATION

STATE OF _____ DATE _____
(MONTH/DAY/YEAR)

_____ APPEARED BEFORE ME WHOSE
(NAME OF APPLICANT)

IDENTIFICATION I HAVE VERIFIED ON THE BASIS OF _____
(TYPE OF PHOTO ID)

TO BE THE SIGNER OF THIS APPLICATION AND HE/SHE ACKNOWLEDGED THAT HE/SHE SIGNED IT.

(SIGNATURE OF NOTARY)

MY COMMISSION EXPIRES: _____

IF A NOTARY IS NOT AVAILABLE, A POSTMASTER MAY WITNESS, DATE STAMP AND SIGN THIS AFFIDAVIT.

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

Be sure to include Online payment receipt, money order, or cashier's check with your application.



REINSTATEMENT FROM RETIRED CERTIFICATE APPLICATION

CHECKLIST

You must include all of the following items in a single application packet. If any item is missing, the entire application packet will be returned, unprocessed. Please confirm with each checkbox that each item is included.

- COMPLETE REINSTATEMENT APPLICATION (PAGES 3-5)**
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. The application must be mailed to the Teacher Certification Office at the address below. Photocopies/faxes will not be accepted.
- OFFICIAL TRANSCRIPTS**
Official transcripts reflecting all coursework listed in the 'RECORD OF TRAINING-COLLEGE & UNIVERSITY' section must be included with the application. Photocopied, unofficial, or faxed transcripts will not be accepted. *OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.*
- CONTINUING EDUCATION UNIT CERTIFICATES (IF APPLICABLE)**
Include original certificates from approved National Professional Organizations, regionally accredited institutions of higher education, Alaska public school districts, or the Alaska Department of Education & Early Development, if applicable. For each CEU also include the \$50.00 processing fee.
- FINGERPRINT CARD**
One (1) FBI Applicant fingerprint card (Form FD-258)
If you cannot obtain the fingerprint card locally, e-mail [Teacher Certification](mailto:TeacherCertification) to request a card be sent to you. If any section of the fingerprint card is incomplete, the entire application packet will be returned.
- RETIRED/LIFETIME CERTIFICATE**
Return all copies of your retired/lifetime certificate with your application.
- APPLICATION FEES**
The application fee for reinstatement is \$200.00 per certificate. The background check processing fee is \$60. If you require fingerprint cards, submit a total of \$260.00. Fees are non-refundable. **Personal checks are not accepted.** You may pay with a credit card via the EED Online Payment Center, with a cashier's check (payable to EED), or money order.

If paid for via the payment center (<https://education.alaska.gov/TeacherCertification/PaymentCenter>), include the EED Payment receipt with your application.
- SIGNATURE AND NOTARY**
In the payment receipt or payment and the signature section of the application, sign the application in the presence of a notary public. Make sure they stamp your application.

FINGERPRINT CARD CHECKLIST

Submit one (1) fingerprint card, Form FD-258 or similar, please use the following checklist to make sure that all the required information on the fingerprint card has been completed. If any section of the fingerprint card is incomplete, your fingerprint card will be returned. If you cannot obtain a fingerprint card locally, e-mail the Teacher Certification Office at tcwebmail@alaska.gov to request a card be sent to you. More information can be found at <http://www.eed.state.ak.us/TeacherCertification/fingerprints.html>.

- 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:

<input type="checkbox"/> signature	<input type="checkbox"/> height	<input type="checkbox"/> hair color
<input type="checkbox"/> residence	<input type="checkbox"/> weight	<input type="checkbox"/> date of birth
<input type="checkbox"/> citizenship	<input type="checkbox"/> race	<input type="checkbox"/> place of birth
<input type="checkbox"/> gender	<input type="checkbox"/> eye color	

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 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 DPS and the FBI.

If there is an error on your criminal history report, you may request the 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, 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>.