 Renewal Credit Pre-Approval Request

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:       State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

Former Last Name(s):       Highest Educational Degree:

Only request pre-approval if the course or the continuing education unit you are planning to take does not have a clear connection to 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.

# CERTIFICATION INFORMATION

Indicate the issue date(s) of the five-year certificate(s) you are renewing or reinstating.

Professional Teacher:       Type B Administrative:

Masters Teacher:       Type C Special Services:

Limited Certificate:

List all of your endorsement areas:

Course satisfy which requirement:  Employment  Current Endorsements  Endorsement Program

# COURSE DESCRIPTION

Organization/University:       City:       State:

Course or Workshop Title:

Brief Course Description:

Explanation:

* **The remaining section below is to be completed by the teacher certification administrator, NOT the applicant.**

Yes  No  Thecourse/workshop described above has been pre-approved by the Teacher Certification Office for renewal credit.

Administrator Signature: Date:

If denied, reason for denial?

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# SUBMIT YOUR REQUEST

Email this Renewal Credit Pre-Approval Request form to [tcwebmail@alaska.gov](file:///\\eedjnufs.soa.alaska.gov\eedcifs\groups\TCert\APPLICATIONS%20AND%20FORMS\Linked-On-Website\tcwebmail@alaska.gov) for pre-approval. After completion of course, upload the following to your [TEACH-AK](https://teachak.alaska.gov/login/) renewal application:

**Approved Renewal Credit Pre-Approval Request form**

**Official eTranscripts for the course**

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:

Email: [Teacher Certification](mailto:tcwebmail@alaska.gov) (tcwebmail@alaska.gov)   
Phone: (907) 465-2831 Fax: (907)465-2441  
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)