



RETIRED / LIFETIME CERTIFICATE REQUIREMENTS & INSTRUCTIONS

REQUIREMENTS:

In order to qualify for the Retired / Lifetime certificate, you need to:

1. Retire from a certified Alaska teaching position and be eligible for benefits under Alaska's Teachers' Retirement System (TRS).
2. Possess a valid Professional, Master, Type B, or Type C certificate at the time of your retirement. You can apply for any endorsements previously held on valid Alaska certificates (excluding the Initial OOS).
3. Have at least three years of work experience in at least one endorsement area.
4. Four Mandatory Trainings within the previous five years. More information is available on our website at <https://education.alaska.gov/TeacherCertification/mandatorytraining.html>.

INSTRUCTIONS

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Education & Certification Office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

~NOTE: It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at tcwebmail@alaska.gov or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering "yes" or "no" to the questions as they apply to you. If the answer to any of these questions is "yes," 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. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.

~NOTE: If a signed, detailed explanation is not provided for any "yes" answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.

FINGERPRINT CARD

You must submit one (1) fingerprint card with your application for a background check **OR** have a previous clearance on file with the Alaska Teacher Certification Office.

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 Education & 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 Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (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>.



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If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to request a card be sent to you via U.S.P.S. 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.

If you have any questions concerning employment verification or a previous background check, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

ENDORSEMENTS:

Please list all endorsements previously held that you wish to have on your Retired / Lifetime certificate. Endorsements on the Retired certificate are granted for any area(s) in which the applicant holds or held a valid certificate and endorsement.

MANDATORY TRAINING

You must have completed the four mandatory trainings within the five years prior to the date of application. Provide the following information concerning each of mandatory trainings. More information and the Mandatory Training Record Form is available at <https://education.alaska.gov/teachercertification/mandatorytraining.html>.

CERTIFICATE CHECKLIST

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 at tcwebmail@alaska.gov to consult with a Certification Analyst.

If any of the required documents listed on the checklist are not included with the application or are not on file with the Teacher Education & Certification Office, the entire application will be returned.

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.*

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 (DEED)
Teacher Education & Certification
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

Scanned or faxed application packets will not be accepted.

TIP: It is advisable to keep a copy of this application for your personal records.

RETIRED / LIFETIME CERTIFICATE APPLICATION



PERSONAL INFORMATION

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

It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification Office. All name changes must be supported with a photocopy of the legal document verifying the change. **Contact information can be updated at any time through our website 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.

EMPLOYMENT STATUS

Answer the question regarding your current or potential employment with a public school district in Alaska.

- 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: _____

RETIRED / LIFETIME CERTIFICATE APPLICATION



ENDORSEMENT AREAS:

Please list all endorsements previously held on an Alaska Professional, Master, Administrative Type B, or Type C Special Service Provider certificate that you wish to have on your Retired / Lifetime certificate.

CERTIFICATION INFORMATION:

Please indicate your retirement date: _____ / _____ / _____

Please indicate the type(s) of Alaska certificate(s) held at the time of retirement:

- Type A Teaching (5-yr.) Master Teaching (10-yr.) Type B Administrative
 Professional Teaching (5-yr.) Type C Special Service

MANDATORY TRAININGS

You must have completed the four mandatory trainings within the five years prior to the date of application. Provide the following information concerning each of mandatory trainings.

Mandatory Trainings	Training Provider (District or Organization)	Date Completed MM / DD / YY
Sexual abuse awareness and prevention		
Suicide awareness and prevention		
Alcohol or drug related disabilities		
Dating violence awareness and prevention		

IMPORTANT NOTES:

You must be able to answer "YES" to the following important notes:

- Yes No I held a current Alaska certificate at the time I retired.
 Yes No I am eligible for TRS benefits
 Yes No I understand that the Retired certificate qualifies me to substitute teach for a teacher who district authorities know will be absent for not more than 120 days while school is in session. I also understand the Retired certificate does NOT qualify me to be assigned as a full-time, certified employee in a public school district.
 Yes No I understand once I am issued the Retired certificate, I will no longer hold other Alaska certificates (Initial, Professional, Master, Type B, or Type C).

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 Retired (Lifetime) Application:** 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.*
 Signature and Notarization: The 'NOTARIZATION' section of the application must be completed by all applicants. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.

RETIRED / LIFETIME CERTIFICATE APPLICATION



Fingerprint Card or Previous Clearance on file with Teacher Certification - You are required to submit 1 FBI Applicant fingerprint card (Form FD-258) with your application **OR** already have a fingerprint clearance through the Department of Education & Early Development on file. Having submitted fingerprints to a school district for employment purposes will not exempt the applicant from submitting them for the Retired (Lifetime) certificate. Please email tcwebmail@alaska.gov to inquire about your fingerprinting status. If you cannot obtain the fingerprint cards locally, email Teacher Certification your mailing address to request a card be sent to you.

Application Fees: The certification fee is \$240. The background check processing fee is \$60. If you are require to provide a fingerprint card, submit a total of \$300.00. You may pay with a credit card via the DEED Online Payment Center, with a cashier's check or money order (payable to DEED). **Personal checks are not accepted.**

If paid for via the payment center include the DEED Payment receipt with your application. The payment center can be found on our website at <https://education.alaska.gov/TeacherCertification/PaymentCenter>.

Mandatory Trainings (page 2): Evidence of the completion of the four mandatory trainings during the five years prior to applying for certification.

The following documents will be accepted as evidence:

- ❖ A record of training with signature of district superintendent or appointed designee or a dean of an accredited school of education;
- ❖ A certificate of completion of a training program approved by EED; or
- ❖ An official transcript showing the completion of a training course approved by EED.

The Mandatory Training Record Form is available at

https://education.alaska.gov/TeacherCertification/forms/Mandatory_Training_Record_Form.pdf

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**.

<p>I have read the IMPORTANT NOTES 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.</p> <p>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.</p> <p>_____ (Signature of Applicant) _____ (Date)</p>	<p>State of _____ (Date)</p> <p>_____ (Name of Applicant)</p> <p>appeared before me whose identification I have verified on the basis of</p> <p>_____ (Type of Photo ID)</p> <p>to be the signer of this application and they acknowledged that they signed it.</p> <p>_____ (Signature of Notary)</p> <p>My commission expires: _____</p>
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