



STUDENT TEACHING AUTHORIZATION REQUIREMENTS & INSTRUCTIONS



REQUIREMENTS

An applicant must meet the following requirements to qualify for a Student Teaching Authorization:

- ❖ Enrolled in a state-approved program;
- ❖ Have passed an approved basic competency exam; and
- ❖ Prepared to begin student teaching or a clinical practice within the next 12 months.

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/>.

Ethnicity & Definitions

Check the box that most appropriately applies to you.

- **Caucasian:** A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **African American:** A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- **Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **American Indian:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
- **Alaska Native:** A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.
- **Two or more races:** A student who primarily identifies their ethnic heritage with more than one subgroup. Do not include individuals that have identified themselves as Hispanic/Latino.
- **Native Hawaiian or Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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.



STUDENT TEACHING AUTHORIZATION REQUIREMENTS & INSTRUCTIONS



FINGERPRINT CARD

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application. 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 Alaska Department of Public Safety (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, the Department of Public Safety (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>.

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. More information and instructions can be found at <http://www.eed.state.ak.us/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 currently hold an Alaska teacher, administrative, or special services certificate and are currently employed in a certified position in an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.

If you have submitted a fingerprint card for a background check to the Teacher Education & 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 employment verification or a previous background check, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

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

IMPORTANT INFORMATION

The criminal history report generated by the submission a fingerprint card will remain on file and may be used when you apply for Initial certification, providing you make application for an Initial certificate within 60 days after the completion of student teaching and 18 months after fingerprint clearance.

DPS processing time is unpredictable. It can take several months to receive notification on a cleared or rejected fingerprint card. A rejection means the card was not adequately rolled for processing. A rejected card requires the applicant to resubmit another card. There is no fee for resubmission, however, the cost of having prints re-rolled is borne by the applicant. If you receive notification that your card was rejected, you must resubmit another card immediately. Failure to comply will result in cancellation of your student teaching authorization.

BASIC COMPETENCY EXAM

Indicate the approved Basic Competency Exam (BCE) that you have passed. If you have passing Praxis Core Academic Skills for Educators (CASE) or Praxis I scores, they can be sent to the Teacher Certification Office directly from Educational Testing Services (ETS), or you can include an original/official examinee score report with your application. To contact ETS, visit www.ets.org.



STUDENT TEACHING AUTHORIZATION REQUIREMENTS & INSTRUCTIONS



If you have the scores sent directly from ETS, email the Teacher Certification Office at tcwebmail@alaska.gov to verify that passing Praxis CASE or Praxis I scores are on file BEFORE sending the application. The application will be returned if it is submitted before passing Praxis CASE or Praxis I scores have been received in the Teacher Certification Office.

For all other approved basic competency exams, an original/official examinee score report showing passing scores on all three sections of the exam must be included with the application. More information concerning approved exams is available on our website at <https://education.alaska.gov/teachercertification/praxis.html>.

REQUIREMENT CHECKLISTS

You must satisfy all requirements listed in this section in order to qualify for certification. You must include all the items on the checklists that apply to the type of certificate for which you are applying in a single application packet. Review your application packet for completeness before submitting it to the Teacher Education & Certification Office.

If you have questions about the requirements, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

~NOTE: If you have not met all of the requirements listed in this section or your application packet is missing any of the required items or any item is incomplete, your application will be returned unprocessed.

PROGRAM ENROLLMENT FORM

You must submit a program enrollment form with this application. The form must first be sent to the university where you are enrolled in a state-approved teacher preparation program.

FEE SCHEDULE & CREDIT CARD PAYMENT

There is no fee for the Student Teaching Authorization. The background check processing fee is \$60.00. All applicants for the Student Teaching Authorization must include payment in the form of a cashier's check, money order, credit card or debit card. **Fees are non-refundable. Personal checks are not accepted.**

Cashier's checks or money orders must be made payable to the Alaska Department of Education & Early Development (EED). If paying by credit or debit card, complete all the information on the Credit Card Payment Form available on the last page of this packet.

~NOTE: If your application is submitted with a personal check or without a valid form of payment, your application will be returned unprocessed.

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
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

SCANNED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.

NOTES:

- 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 your application.
- If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.
- We recommended that you send your complete application packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

TIP: IT IS ADVISABLE TO KEEP A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.



STUDENT TEACHING AUTHORIZATION APPLICATION



PERSONAL INFORMATION (Instructions on page 1)

Last Name First Name M.I. Social Security Number - -

Mailing Address City State Zip Code

Home Phone Number - - Work/Mobile Phone Number - - Gender

Personal Email Address

Birthdate (MM/DD/YYYY) / / Former Last Name(s) Highest Educational Degree

Ethnicity: Caucasian African American Hispanic Asian American Indian
 Alaska Native Two or More Races Native Hawaiian or Pacific Islander

BACKGROUND INFORMATION (Instructions on page 1)

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a written, detailed explanation of the incident in the box below. If applicable, include the name of the jurisdiction and/or agency, its address and telephone number.

1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence. Yes No
2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in 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 in a jurisdiction other than Alaska? Yes No
4. Have you ever had any adverse action taken on any certificate or license in a jurisdiction other than Alaska? Include letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or voidance. Yes No
5. Are you currently the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct in a jurisdiction other than Alaska? Yes No
6. Have you ever been denied a certificate or license in any state, province, territory, and/or country? Yes No

If you answered "Yes" to any of the questions above (1-6), provide a written, detailed explanation here. If applicable, include the name of the jurisdiction and/or agency, its address and telephone number. If you need additional space, provide the explanation on a separate sheet of paper and sign it.



STUDENT TEACHING AUTHORIZATION APPLICATION



FINGERPRINT CARD

If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, use the following checklist to make sure that all the required information on the fingerprint card has been completed.

- 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:
 - Signature Gender Race Date of birth
 - Residence Height Eye color Place of birth
 - Citizenship Weight Hair color

BASIC COMPETENCY EXAM:

Indicate the approved basic competency exam (BCE) that you have passed.

- California Basic Educational Skills Test (CBEST)
- Michigan Test for Teacher Certification (MTTC)
- Washington Educator Skills Test-Basic (WEST-B)
- New Mexico Assessment of Teacher Basic Skills
- New York State Teacher Certification Liberal Arts/Sciences Test
- Illinois Certification Testing System
- Georgia Assessment for the Certification of Teachers
- ACT (Math, Reading, & Writing)
- Florida Teacher Certification Exam
- Oklahoma General Education Test (OGET)
- NES Essential Academic Skills
- Praxis CASE (Math, Reading & Writing)
- Praxis I (Math, Reading, & Writing)
- Alabama Work Keys
- SAT (Math, Reading, & Writing)

If you have passing Praxis Core Academic Skills for Educators (CASE) or Praxis I scores, they can be sent to the Teacher Certification Office directly from Educational Testing Services (ETS), or you can include an original/official examinee score report with your application. To contact ETS, visit www.ets.org. If you have had the scores sent directly from ETS, e-mail the Teacher Certification Office at tcwebmail@alaska.gov to verify passing Praxis CASE or Praxis I scores are on file, BEFORE sending in the application.

For all other approved basic competency exams, an original examinee score report showing passing scores on all three sections of the exam must be included with the application.



STUDENT TEACHING AUTHORIZATION APPLICATION



REQUIREMENT CHECKLIST

You must include all of the items below in a single application packet. If any item is missing, 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 or on file with the Teacher Certification Office. **Photocopied/faxed applications are not accepted.**

Complete Student Teaching Authorization 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.

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 to request a card be sent to you. Use the Fingerprint Card Checklist to make sure that all required information has been provided.

-OR-

Previous Background Clearance

If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to determine if your previous background check can be used for this application.

Passing scores on an approved Basic Competency Exam (BCE)

If you have passing Praxis CASE or Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Service (ETS), or you can include an original examinee score report with your application. To contact ETS, visit www.ets.org. Email the Teacher Certification office to verify passing Praxis I scores are on file, **BEFORE** sending in the application. For all other approved basic competency exams, an original examinee score report must be included with the application. **Photocopies of reports will not be accepted.**

Verification of enrollment in an approved Teacher Education Program Offered by a regionally accredited institution

The preparing institution must complete the Program Enrollment Form. The **original** form must be included with the application. **Photocopies/faxes will not be accepted.**

Fees & Credit Card Payment Form

There is no fee for the Student Teaching Authorization. The background check processing fee is \$60.00. Fees are non-refundable. You may pay with a cashier's check (payable to EED), money order, or credit or debit card (Visa, Discover or MasterCard). **Personal checks will not be accepted.**



STUDENT TEACHING AUTHORIZATION PROGRAM ENROLLMENT FORM



APPLICANT INFORMATION

This section is to be completed by the applicant before submission to the regionally accredited college/university. All other sections are to be completed by the preparing institution's school of education.

Last Name	First Name	M.I.	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>

❖ THE REMAINING SECTIONS ARE TO BE COMPLETED BY THE PREPARING INSTITUTION'S SCHOOL OF EDUCATION, NOT THE APPLICANT.

STUDENT TEACHING INFORMATION

- In which Alaska public school district will the applicant be serving as a student teacher or completing a supervised clinical practice?

- The applicant is currently enrolled in a program leading to certification in the area(s) listed below:

CONTENT AREA	GRADE LEVEL
A.	
B.	
C.	

- Semester(s) of student teaching or supervised clinical practice:

FALL 20 _____ SPRING 20 _____ SUMMER 20 _____

PROGRAM STANDARDS: Specify which standards the approved program meets:

- CAEP/NCATE State Standards
 Other _____

DEGREE INFORMATION: Please specify the type of program that the applicant is enrolled:

- B.A. B.S. B.Ed. M.A. M.S. M.Ed. M.A.T.
 Ed.D. Ph.D. No degree/certification ONLY Other: _____

INSTITUTIONAL SIGNATURE

By signing below, I assure that the applicant will be required to serve as a student teacher or participate in a supervised clinical practice in an Alaska public school for a minimum of 500 hours over a period of 15 weeks. In addition, I assure that the applicant will be under the general supervision of a teacher who:

- holds a valid certificate issued under 4 AAC 12;
- has at least one year of teaching experience in the district where the applicant is serving;
- has at least three years of total teaching experience; and
- meets or exceeds the standards described in 4 AAC 04.200 as verified by the district where the applicant is serving.

Name of Institution	City	State	Regional Accrediting Association
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Dean or Certifying Official	Printed Name	Title	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Fax Number		
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>		
Email Address			
<input type="text"/>			



TEACHER EDUCATION & CERTIFICATION CREDIT CARD PAYMENT FORM



Mail this form with your application packet to the Teacher Education & Certification Office.
Completion of this form is not proof of payment.

APPLICANT INFORMATION

Last Name First Name M.I. Social Security Number - -

Mailing Address City State Zip Code

Home or Cell Phone Number - - Work Phone Number - -

Home Email Address

FEE SCHEDULE

The certification fees are described below. Indicate the fees that you wish to pay by credit card and determine the total amount to be charged to the credit card indicated below.

Item	Unit Cost	Quantity	Subtotal
Certificate: (i.e. Initial, Professional, Master, Type B, Type C, Type M)	\$200.00		
Retired or Lifetime Certificate	\$240.00		
Certificate Renewal	\$200.00		
Add or remove endorsement	\$200.00		
Certified Copy of Certificate (Duplicate)	\$25.00		
Fingerprint Card Processing (Background Clearance)	\$60.00		
Non-academic credit or Continuing Education Unit (CEU)	\$50.00		
Duplicate Yellow Postcard	\$10.00		
TOTAL			<input type="text"/>

CARD HOLDER INFORMATION

If same as applicant, check here:

Name (as shown on credit card) Home or cell phone number - -

Mailing Address City State Zip Code

Home Email Address

SIGNATURE OF CREDIT CARD HOLDER:

Type of Credit Card: (check **only** one) VISA MasterCard Discovery

Credit Card Number - - - Expiration Date (MM/YY) /

This document will be destroyed upon processing of the payment.