

# ADVANCED CERTIFICATION APPLICATION (Special Services – Type C)



## PERSONAL INFORMATION

LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE
HOME PHONE NUMBER		WORK OR MOBILE PHONE NUMBER	GENDER
HOME 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 <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 avoidance).
- 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: \_\_\_\_\_

## REQUIREMENTS

Indicate the type of Advanced Type C for which you are applying.

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### INITIAL/FIRST Advanced Type C

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR YOUR **FIRST** ADVANCED TYPE C CERTIFICATE:

❖ **Current Type C Regular Certification**

In order to qualify for your first Advanced Type C certificate, you must have a current Regular (5-year) Type C certificate.

❖ **Current National Certification**

In order to qualify for your first Advanced Type C certificate, you must submit a copy of the certificate showing National certification. The expiration date on the Advanced Type C certificate will be the same as the National certification's expiration data.

### RENEWAL Advanced Type C

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR THE **RENEWAL** OF YOUR ADVANCED TYPE C CERTIFICATE:

❖ **Current Type C Certification**

In order to qualify for the renewal of your Advanced Type C certificate, you must have a current Regular (5-year) Type C certificate.

**-OR-**

If your Regular (5-year) Type C certificate is no longer current, your Advanced Type C certificate must be current.

❖ **Current National Certification**

In order to renew for your Advanced Type C certificate, you must submit a copy of the certificate showing your renewed National certification. The expiration date on the Advanced Type C certificate will be the same as the renewed National certification's expiration data.

## FEE SCHEDULE & ONLINE PAYMENT CENTER RECEIPT

There is no fee for the Advanced Type C Certificate. The background check fee is \$60.00. You may pay with a credit card via the EED Online Payment Center, with a cashier's check (payable to EED), or money order. **Personal checks will not be accepted. Fees are non-refundable.**

If paid for via the Online Payment Center, you **must** include the EED Payment receipt with your application (<https://education.alaska.gov/TeacherCertification/PaymentCenter>).

## FINGERPRINT CARD CHECKLIST

If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, 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, the entire application packet will be returned. If you cannot obtain a fingerprint card locally, email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to request a card be sent to you. More information can be found at <https://education.alaska.gov/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	

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## 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 Advanced Certification 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.
  
- Employment Verification**  
Verification of current employment in a certified position in a public school district in Alaska.  
**You may submit a letter from the employing school district office, a salary placement statement, or a photocopy of your current contract as verification.**
  - For Applications During the School Year**  
Submit employment verification for the current school year.
  
  - For Applications During the Summer Months**  
Applications submitted prior to July 1<sup>st</sup> must include employment verification from the previous school year.  
Applications submitted after July 1<sup>st</sup> must include employment verification for the following school year.
  
- OR-**
  
- 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 Certification office to request a card be sent to you. Use the **Fingerprint Card Checklist** to make sure that all required items have been completed. If any section of the fingerprint card is incomplete, the entire application packet will be returned.
  
- Current National Certification**  
You must submit a copy of your current National certification. The expiration date on the Advanced Type C certificate will be the same as the National certification's expiration date.
  
- Application Fees**  
There is no fee for the Advanced Type C Certificate. The background check processing fee is \$60.00. If you require a fingerprint card, submit a total of \$60.00. You may pay with a credit card via the EED Online Payment Center, with a cashier's check (payable to EED), or money order. Fees are non-refundable. **Personal checks will not be accepted.**
  
- Signature and Notarization**  
The "Notarization" section of the application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.

## 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