



# CERTIFICATION RENEWAL OR REINSTATEMENT REQUIREMENTS & INSTRUCTIONS



## REQUIREMENTS

Alaska certificates that are at least 5 years in duration are renewable certificates. Renewable certificate may be renewed one year prior to its expiration date. A renewable certificate that has been expired for less than one year may be reinstated.

If a renewable certificate has been expired longer than one year, it is no longer eligible to be reinstated. Individuals who have held a renewable certificate that has been expired more than a year must apply for an Initial or Reemployment certificate and meet all current requirements for the 5-year certificate.

To renew a five- or ten- year certificate, applicants must meet the following requirements prior to the expiration date of their certificate:

During the life of the certificate being renewed, applicants must complete:

- Six semester hours of renewal credit; and
- Four Mandatory Trainings  
(More information available at <https://education.alaska.gov/TeacherCertification/mandatorytraining.html>)

The six renewal credits must be relate to or required for:

- The certificated person's employment at the time of renewal, if the employment requires a certificate;
- The certificated person's endorsements, or
- A state-approved preparation program that will lead to an endorsement that the certificated person seeks to acquire.

At least three of the renewal credits must be upper division or graduate credit. The remaining three renewal credits may be upper division credit, lower division credit, continuing education units or non-academic credit.

One renewal credit is equal to one semester hour, 1.5 quarter hours, or 15 hours of continuing education or non-academic training. (More Information available at [https://education.alaska.gov/TeacherCertification/pdf/general\\_info.pdf](https://education.alaska.gov/TeacherCertification/pdf/general_info.pdf).)

## RENEW ONLINE! THE ONLINE RENEWAL SYSTEM IS AVAILABLE

AT [HTTPS://EDUCATION.ALASKA.GOV/TEACHERCERTIFICATION/ONLINERENEWAL](https://education.alaska.gov/TeacherCertification/ONLINERENEWAL)

## 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](mailto:tcwebmail@alaska.gov) or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

### Ethnicity & Definitions

Check the box that most appropriately applies to you.

- **African American:** A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- **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, Athabaskan, Tlingit, Haida, or Tsimshian origin.
- **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.



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- **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.
- **Caucasian:** A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or more races:** A person who primarily identifies their ethnic heritage with more than one subgroup.

### 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

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 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>.

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto: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.

### Fingerprint Card Exceptions

If you currently hold an Alaska teaching, administrative, or special services certificate and are currently employed in a certified position by 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](mailto:tcwebmail@alaska.gov).



## CERTIFICATION RENEWAL OR REINSTATEMENT REQUIREMENTS & INSTRUCTIONS



### 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 reinstate 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.

If you have submitted the required transcripts with previous applications, verify the transcripts are still on file by contacting the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov). If additional transcripts need to be submitted, do not send them separately to the Teacher Education & Certification Office.

**~Note: Unofficial, photocopied, electronic, or faxed transcripts or evaluations will not be accepted.**

### 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 your certificate.

Read more about CEUs & Non-Academic Credits at [http://education.alaska.gov/TeacherCertification/pdf/general\\_info.pdf](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.

### 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](mailto:tcwebmail@alaska.gov) to consult with a Certification Analyst.

### FEE SCHEDULE & CREDIT CARD PAYMENT

The application fee is \$200.00 per certificate being renewed. The background check fee is \$60.00. The fee for any CEUs used in lieu of university credits is \$50 for each CEU used (page. 6). You may pay with a credit card via the EED Online Payment Center, cashier's check or a money order (payable to EED). **Personal checks are not accepted.**

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

### MANDATORY TRAINING (BEGINNING JUNE 30, 2017)

In order to qualify for a certificate issued on and after June 30, 2017, 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>.

**SIGN & DATE your application testifying that the information provided is true to the best of your knowledge.**



# CERTIFICATION RENEWAL OR REINSTATEMENT REQUIREMENTS & INSTRUCTIONS



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

## BACKGROUND INFORMATION (Instructions on page 2)

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.



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## FINGERPRINT CARD (Instructions page 2)

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

## CERTIFICATION INFORMATION

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

Certificate Type	Issue Date(s)	Certificate Type	Issue Date(s)
Professional		Type B Administrative	
Masters		Type C Special Services	

**Note:** Initial teaching or Type B or C provisional certificates are non-renewable certificates. If you hold one of these certificates, you must meet all requirements and apply for the Professional, Master, Type B-Regular, or Type C-Regular certificates. You can locate the applications for those certificates at <http://education.alaska.gov/TeacherCertification/apply.html>.

If you are renewing a Type M Limited certificate, please apply for the Type M Renewal. Contact your school district for the Type M renewal application.

## EMPLOYMENT STATUS

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

<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently under contract or have been offered a contract with a public school district in Alaska?			
If yes, complete the following:		(Sample) LKSD	(current or immediately past year) 8/15/2016
Alaska public school district:		, beginning contract date:	

## 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 required credit hours, three semester or five quarters 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



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## 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 five- or ten- 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) at a single event – no partials are granted. 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](mailto:tcwebmail@alaska.gov) to verify the non-academic credits that you have on file with our office and any outstanding balance. Information concerning CEUs and non-academic credit can be found on the Teacher Certification website: [https://education.alaska.gov/TeacherCertification/pdf/general\\_info.pdf](https://education.alaska.gov/TeacherCertification/pdf/general_info.pdf)

## POSITIONS HELD

Provide all the information requested concerning each position held during the life of the certificate you are renewing or reinstating. Attach an additional sheet of paper if necessary.

Year(s)	Days per Year	School, District or Organization	City, State	Phone Number	Position/Title	FTE*

\* Full-time equivalent (part time .5 contract for three full years = 1.5 full time equivalency).

## FEE SCHEDULE & CREDIT CARD PAYMENT

The fee is \$200 per certificate being renewed (see Certificate Information above). The background check fee is \$60.00. If you are required to provide a fingerprint card, submit \$260, \$460 for two certificates, etc. The fee for each CEU is \$50 so for two certificates using a CEU, the fee would be \$450. You may pay with a credit card via the EED Online Payment Center, or a cashier’s check or a money order payable to EED. **Personal checks will not be accepted.**

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

## MANDATORY TRAININGS (BEGINNING JUNE 30, 2017)

In order to qualify for a certificate issued on and after June 30, 2017, 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.





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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		

### CERTIFICATE CHECKLIST (Instructions page 3)

**You must submit all of the items required in a single application packet.** If any item is missing or incomplete, 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. **Photocopied or faxed applications will not be accepted.**

**Complete Application (pages 5-10)**

Make sure all sections of the application are complete.

**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](mailto:tcwebmail@alaska.gov) to determine if your previous background check can be used for this application.

**-OR-**

**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 1st must include employment verification from the previous school year. Applications submitted after July 1st must include employment verification for the following school year.

**Official Transcripts**

Official transcripts reflecting all coursework listed in the 'RECORD OF TRAINING-COLLEGE & UNIVERSITY' section must be included with the application. If you completed your coursework outside of the United States, a complete, original Foreign Evaluation must be submitted with your application. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way. Unofficial, photocopied, faxed, scanned or electronic documents will not be accepted.

**Continuing Education Unit Certificates**

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.

**Mandatory Trainings**

Include evidence you have completed the four mandatory trainings during the five years prior to applying for certification. The following documents will be accepted as evidence:



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- ❖ 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](https://education.alaska.gov/TeacherCertification/forms/Mandatory_Training_Record_Form.pdf).

**Copy of Renewed National Board Certification**

Required ONLY for renewal of the T-III Master teaching certificate.

**I certify under penalty of perjury that the information provided in this application is true and correct to the best of my knowledge. And that I will adhere to the State of Alaska’s Code of Ethics of the Education Profession.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

### 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.**