



## NON-ACADEMIC CREDIT PRE-APPROVAL FORM FOR PARTICIPANTS IN INSTITUTES & WORKSHOPS



### PERSONAL INFORMATION

Name	Social Security Number		
	City	State	Zip Code
Home Phone Number	E-Mail Address		

### ACTIVITY INFORMATION

**Prior** to attending the institute or workshop, the participants must complete the first two sections of this form and submit it to the Teacher Certification Office at the address below. Within approximately two (2) weeks, you will receive notice of the pre-approval or denial.

Title of Institute or Workshop	Location (city, state)
Inclusive dates of activity	Estimated contact hours
Sponsoring organization	

Purpose or objective (please attach agenda) of the Institute or Workshop?

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### PRE-APPROVAL

Yes     No

The activity described above has been pre-approved by the Teacher Certification Office for Non-Academic Credit.

The above activity has been pre-approved for \_\_\_\_\_ Non-Academic Credits.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If denied, reason for denial: \_\_\_\_\_



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\_\_\_\_\_

Name

X X X - X X - \_\_\_\_\_

Social Security Number

## PARTICIPANT INFORMATION

After completion of the Institute or Workshop, if approved, the participant must submit:

1. A written report which summarizes the activity and reacts to a major idea presented at the institute or workshop. The report must clearly state the strengths, weaknesses, and educational value of the activity in relation to the participant's teaching assignment.
2. A copy of the completed Non-Academic Credit Pre-approval Form showing pre-approval by the Teacher Certification Office.
3. \$50 for each pre-approved credit. (See Fees section below.)

Once complete, submit all supporting documentation to the Teacher Certification Office no later than

\_\_\_\_\_.

Deadline

## FINAL CREDIT APPROVAL

Your participation at the activity has been approved by the Teacher Certification Office for non-academic credit:

Yes    No

You have been granted \_\_\_\_\_ non-academic credit(s).

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## FEE SCHEDULE & ONLINE PAYMENT CENTER RECEIPT

The fee for each Non-Academic credit awarded is \$50. You may pay with a credit card via the EED Online Payment Center, with a cashier's check or money order (payable to EED). **Personal checks will not be accepted. Fees are non-refundable.**

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

## SUBMIT YOUR APPLICATION

Mail, scan or fax a single application packet with all of the required information to the Teacher Education & Certification Office via the contact information below:

*Teacher Certification*  
 801 W 10th Street, Suite 200  
 PO Box 110500  
 Juneau, AK 99811-0500  
 (907) 465-2831  
 (907) 465-2441 (fax)  
<http://education.alaska.gov/TeacherCertification/>