 Initial Out-of-State Teacher Certificate

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided and submit these pages on top of your application packet.

Last Name: First Name:       M.I.:

Social Security Number:       Date of Birth:

# REQUIREMENTS FOR INITIAL OUT OF STATE CERTIFICATE

An applicant must meet the following requirements to qualify for a one year Initial Out-of-State Teacher Certificate:

* Completion of a bachelor’s degree from a regionally accredited university;
* Has never held an Initial or Provisional Alaska teacher certificate;
* Holds a current, valid out-of-state certificate (out-of-country certificates are not accepted). United State territories are accepted.

Note: When the applicant’s contract for instructional services begins in an Alaska School District, the out-of-state certificate must still be valid and current

If you do not meet the requirements above, check the [**Types of Certificates**](https://education.alaska.gov/TeacherCertification/Certification.html) (https://education.alaska.gov/teachercertification/certification) webpage or contact Teacher Certification for the appropriate application.

The Initial Out-of-State Teacher certificate is a one-year certificate that may be extended out to three years. In order to have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate.

To extend a one-year certificate for an additional year, the applicant must submit the following:

* Passing scores on an approved [**Basic Competency Exam**](https://education.alaska.gov/TeacherCertification/praxis.html) (https://education.alaska.gov/teachercertification/praxis)

To extend a two-year certificate for an additional year, the applicant must complete the following:

* Three semester hours of an [**approved Alaska studies**](https://education.alaska.gov/teachercertification/alaska-studies)(https://education.alaska.gov/teachercertification/alaska-studies)course; and
* Three semester hours of an [**approved Alaska multicultural**](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) course.

NOTE: An Initial certificate is extendable for up to three years as described above, it is not renewable.

# ENDORSEMENTS

The endorsements on an Initial Out-of-State certificate will reflect the endorsements listed on the current, valid out-of-state certificate submitted with your application packet. If the applicant holds more than one current, valid out-of-state certificate, the applicant must choose which certificate to submit with the Initial application.

The endorsements you receive on your Initial certificate may not be the same as when you apply for the Professional certification. Please see the Endorsements page for further clarification on how Alaska evaluates and awards endorsements.

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# INSTRUCTIONS

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 (tcwebmail@alaska.gov) to consult with a Certification Analyst.

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.

# INITIAL OUT-OF-STATE CHECKLIST

**[ ]  Initial Out-of-State Checklist**Mark the checkbox next to each requirement to indicate the item is included in your application packet and include this checklist with your application.

**[ ]  Standard Application**Submit [**Standard Application**](https://education.alaska.gov/TeacherCertification/forms/standard-application.docx)(https://education.alaska.gov/TeacherCertification/forms/standard-application.docx) 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 (tcwebmail@alaska.gov) to request a card be sent to you. Use the [Fingerprint Card Checklist](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) 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 (tcwebmail@alaska.gov) to determine if your previous background check can be used for this application.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) from the colleges and universities listed in the Record of Training section on the standard application verifying a Bachelor’s Degree or higher, from a regionally accredited college or university.

If you completed your degree outside of the United States, a complete, original [Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application. Unofficial, photocopied, faxed or electronic documents will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

**[ ]  Current, Valid Out-of-State Certificate**

List the out-of-state certificate that you are using to become certified in Alaska.

 State:       Expires:

If the state’s Department of Education that issued your current, valid out-of-state certificate provides electronic copies of certificates, send a printout of the certificate from the website. If a username and password is required to verify your certificate online, please provide those below as well.

 Username:       Password:

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**[ ]  Fees**The certification fee is $200.00. The background check fee is $60.00. If you are required to provide a fingerprint card, submit a total of $260.00. You may pay with a credit card via the EED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the DEED Payment receipt with your application. Cashier’s check or money order (payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

[ ]  **Notarization**A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. See end of this document.

Note: In order to have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate

# 2ND YEAR EXTENSION REQUIREMENTS

**[ ]  Basic Competency Exam (BCE)**An original examinee score report must be included with your application. Photocopies will not be accepted. If you have passing Praxis CORE or Praxis I scores, they can be sent to the Teacher Education & Certification Office directly from [Educational Testing Service](http://www.ets.org) (www.ets.org), or you can include an original examinee score report with your application. Email the Teacher Education & Certification Office to verify passing Praxis CORE or Praxis I scores are on file.

Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.

# 3rd YEAR EXTENSION REQUIREMENTS

**[ ]  Official transcripts** showing the completing of three semester hours of approved [Alaska Studies](https://education.alaska.gov/teachercertification/alaska-studies) (https://education.alaska.gov/teachercertification/alaska-studies) coursework.

**[ ]  Official transcripts** showing the completion of three semester hours of approved [Alaska Multicultural](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) coursework.

Note: If you are applying for the three- year certificate, include official, hard copy transcripts showing the completion of the required coursework with your application. Electronic transcripts will only be accepted when you are extending your Initial two-year certificate.

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# IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teaching certificate (Initial, Professional, or Master). In order to maintain an Initial teaching certification, the requirements and timeline described in the Extension Checklist must be satisfied. If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible to teach in Alaska.

* 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 recommend that you send your complete application packet to the Teacher Education & Certification Office using one of the many tracking options that are available at your local post office.

# 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.

I have read the ***IMPORTANT INFORMATION*** 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.

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:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

# 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

PO Box 110500

Juneau, AK 99811-0500

**scanned or faxed application packets will not be accepted**