



# ENDORSEMENT REMOVAL APPLICATION

## PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE      ZIP CODE
HOME PHONE NUMBER	WORK PHONE NUMBER	GENDER	
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 online at <https://education.alaska.gov/TeacherCertification/ContactChange/>

## REQUESTED ENDORSEMENTS

Indicate for which certificate type you are requesting an endorsement be removed.

- INITIAL TEACHING     
  PROFESSIONAL TEACHING     
  TYPE B ADMINISTRATIVE     
  TYPE C SPECIAL SERVICES

List the endorsements, content or specialty area(s), and grade levels to be removed.

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
(SAMPLE) ENGLISH	5-12	2. _____	_____
1. _____	_____	3. _____	_____

## VERIFICATION AND SIGNATURE

I am requesting the removal of the endorsement(s) listed above. Once the endorsement(s) is/are removed, I understand that I will need to meet the regulations and pay the fees in effect at any future date I wish to return the endorsement(s) to my certificate. If removing a special education endorsement, I understand I will no longer be eligible to be placed in a special education classroom.

Please check one of the following statements:

- I am not currently under contract with any Alaska school district.
- I am currently under contract with \_\_\_\_\_ school district, and I verify that I am not assigned to work in an Alaska public school in the endorsement area(s) being removed.  
**I have included a letter from the district personnel office verifying my teaching assignment.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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Page 2 of 2

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### SPECIAL EDUCATION ENDORSEMENTS ADDITIONAL INFORMATION

The holder of a teacher certificate with a special education endorsement may have the endorsement removed from the certificate by completing this form and paying a fee of \$200.00.

A special education endorsement **may not** be removed

(1) from a certificate holder's first Initial or Professional teacher certificate,

**-or-**

(2) during a school term in which the certificate holder is assigned to a position requiring a special education endorsement.

At the request of a certificate holder whose special education endorsement was removed, the endorsement shall be reinstated, without payment of a fee, if the certificate holder meets the endorsement requirements in effect at the time of the request for reinstatement.

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### FEE SCHEDULE

The fee for **each** endorsement being removed is \$200.00.

You may pay via the EED Online Payment Center, a cashier's check (payable to EED), or money order. **Personal checks will not be accepted.**

If paid for via the payment center, include the EED Payment receipt with your application.

Online Payment Center: <https://education.alaska.gov/TeacherCertification/PaymentCenter>

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### MAIL YOUR APPLICATION

The application and supporting documents must be mailed to the Teacher Certification office at the following address:

**Department of Education & Early Development**  
**Teacher Education and Certification**  
801 West 10th Street, Suite 200  
PO Box 110500  
Juneau, AK 99811-0500