

## Teacher Re-Certification FAQ's

- Teachers are responsible for keeping their certificates in good standing and knowing the year that they will expire. However, assistance is offered by Covington County Schools.
- Certificates are valid for five years beginning July 1 and expiring June 30
- In March of each year I send out letters to each person that will have a certificate up for renewal. Proper forms and instructions are enclosed in that letter.
- To renew a certificate a teacher must have 3 full years satisfactory educational experience AND either 50 clock hours of professional development, or 3 semester/4 quarter hours of allowable credit.
- If a teacher does not yet have 3 full years of educational experience then they must have 50 clock hours of professional development, and 3 semester/4 quarter hours of allowable credit OR 6semester/9 quarter hours of allowable credit.
- After the teacher has completed the necessary forms and above mentioned requirements they will then return to me for verification and mailing to the SDE.
- Payment for renewal is \$20.00 by either Postal Money Order or paying online @ [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education)

I hope this information helps and you are welcome to contact me with questions regarding renewal.

Caylea Bonds, Secretary  
Covington County Schools  
Direct Line 334-427-3812  
Fax Line 334-222-7574



**STATE OF ALABAMA  
DEPARTMENT OF EDUCATION  
TEACHER EDUCATION AND CERTIFICATION OFFICE**

5215 GORDON PERSONS BUILDING  
POST OFFICE BOX 302101  
MONTGOMERY, AL 36130-2101

Telephone: (334) 242-9977 Fax: (334) 242-9998 E-mail: tcert@alsde.edu

**APPLICATION FOR ALABAMA CERTIFICATION**

The following materials must be submitted to the Teacher Education and Certification Office as part of the application packet: (1) Application for Alabama Certification; (2) Any supplement form required for the certification sought and supporting documents listed on that supplement; (3) Official transcripts of all degree(s) and credits earned, in sealed envelopes from the institutions; (4) A \$20 nonrefundable application fee in the form of a cashier's check or money order made payable to the Alabama Department of Education; and (5) As required two completed fingerprint cards, a release form, a consent form, and a separate \$49 nonrefundable fingerprint fee in the form of a cashier's check or money order made payable to the Alabama Department of Education. Application and fingerprint fees may also be paid through the Alabama Department of Education Teacher Certification Online Payment System, with Visa or MasterCard only, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education). A transaction fee will be applied. Verification of the transaction identification number must be included with the application packet. **Incomplete application packets will be returned.** The submission of original valid certificates from other states or Supplement CER is optional, but will be needed for consideration of certification on the basis of a certificate and experience. Supplement EXP must be submitted whenever experience is required for the issuance of a certificate. **Type or use black ink when completing this form.**

**I. Personal Data:**

**Applicant:**

Title (e.g., Mr., Mrs.) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix (e.g., Jr., Sr.) \_\_\_\_\_

**Mailing Address:**

Street/Apt./P.O. Box/Route and Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Work Phone Cell Phone

FOR STATISTICAL PURPOSES ONLY	
Race (check one):	<input type="checkbox"/> (01) White <input type="checkbox"/> (04) American Indian <input type="checkbox"/> (02) Black <input type="checkbox"/> (05) Asian <input type="checkbox"/> (03) Hispanic <input type="checkbox"/> (06) Other
Sex (check one):	<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male

**II. Indicate the basis for submitting this application and enclose a supplement form, if required:**

\*Indicates the name of the supplement form that must be included in the application packet for a specific certification approach.

- Alabama State-Approved Program (NAL\*)
- Alternative Speech and Language Impaired Approach (CLA\*)
- Career/Technical Certificate (Complete item VIII on the reverse of this form)  
Health Science: Level 4 or 5  
Technical Education: Level 2, 3, 4, or 5
- Foreign Credentials (Attach the evaluation done by an evaluation service recognized by this Department)
- National Board for Professional Teaching Standards Certification Approach (CLA\*)
- Nationally Certified School Psychologist Approach (CLA\*)
- Professional Educator Certificate following the Alabama Alternative Baccalaureate-Level Approach (EXP\*)
- Professional Educator Certificate following the Alabama Preliminary Certificate Approach (EXP\*)
- Program Completed Outside of Alabama (OAL\*)
- Renewal of Certificate (EXP and/or EXP/PT as appropriate; refer to item VII on the reverse of this form)
- Additional Teaching Field Approach (CBT\*)
- Other: \_\_\_\_\_

**The following may be requested only by the employing superintendent or headmaster:**

- Alternative Baccalaureate-Level Teacher's Certificate (ABC or C/T ABC\*)  
 First       Second       Third
- Special Alternative Certificate (SAF\*)  
 First       Second       Third
- Career/Technical Certificate (C/T and C/T EV\*)  
 Health Science, Level 1, 2, or 3  
 Technical Education, Level 1
- Emergency Certificate (EMG\*)
- Preliminary Certificate (PRE\*)
- ROTC Certificate (RTC\*)

**The following may be requested only by the employing public school superintendent:**

- Interim Certificate for Certain Retired Educators (INR\*)
- Preliminary Certificate (ADM\*)
- Speech-Language Pathology Assistant Certificate (SLA\*)  
 Level I       Level II

**III. Check Yes or No for each question below: (READ CAREFULLY)**

- Yes  No Have you ever had a teacher's certificate/license revoked, suspended, or denied; or have you voluntarily relinquished a certificate/license (allowing a certificate to expire does not apply)? If you are applying from out-of-state and you answer "yes," no action will be taken on your application until the certificate/license has been reinstated by the originating state.
- Yes  No Is there any action pending against your certificate/license or application in another state? If "yes," name the state and/or issuing authority and explain the circumstances. Attach additional sheet if necessary \_\_\_\_\_
- Yes  No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation? If you answer "yes," please provide details of conviction, including date and place of conviction, and submit court certified copies of the judgment, conviction, and sentencing. A "yes" answer will not automatically result in a nonissuance but may result in a request for additional information. Attach additional sheet if necessary. \_\_\_\_\_

**I understand that I must meet all Alabama certification requirements in effect on the submission date of this application including obtaining background clearance, as required, successfully completing the requirements of the Alabama Prospective Teacher Testing Program appropriate to the certification for which I am applying, and meeting any experiential requirements appropriate to the certification I am seeking prior to the issuance of my certificate(s). I certify that all information pertaining to this application is true and correct.**

**FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NONISSUANCE OF YOUR CERTIFICATE.**

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

