Recertification Procedures for Certified (non-Administrative) Staff

The following items are needed to renew your teaching certificate:

- Application Part 1 of 2 (Supplement RP1)
- Application Part 2 of 2 (Form RPC)
- Payment of the $30 renewal fee
- Successfully passed a background check
- At least 50 PD hours recorded in STI-PD
- Supplement EXP (only if you have under 100 PD hours)
- Supplement IMG

You do NOT send these items to the state department. All of these items should be sent to NATHAN FOGG at central office.

Instructions

Go to the Alabama State Department of Education website http://www.alsde.edu/sec/ec/Pages/home.aspx

Along the bottom, in the gold boxes, move your mouse to “Certificate Renewal” and, then, select “Professional Educator”

You will need to complete "Application Part 1 of 2 (Supplement RP1)" and "Application Part 2 of 2 (Form RPC)".
Application Part 1 of 2 (Supplement RP1)

- This form is available in the “Forms” section of the Career Services section of this website or you can download it from the state department website.

- You will need to print and complete this form.

- Make sure to write your name and social security number at the top of each page, and sign and date the last page.

- Just follow the (somewhat long and wordy) directions.

- Note on page 4 (under "Application Part 1 of 2") what items are required.

- On the same page, it tells you the options (years plus PD hours) that are available. If you are not sure about your PD hours, please refer to the document entitled “How do I check my PD hours in STI-PD?” Remember that you can only use PD hours you gained during the 5 years your certificate was valid.

- This document explains how to pay the $30 renewal fee. You can pay this fee online, by cashier’s check, or mail order.
Application Part 2 of 2 (Form RPC)

- This is an online form - you must complete it online.

- If you have problems with the form coming up, switch browsers (some people have found that that works).

- You will be given the option to print this form after you have completed all of the pages. Make sure to print out ALL pages of this form (including the page that looks like a bar code).

- You may find a resume handy when completing this form – some questions ask about where you went to school and where you have taught.

- One question will ask you about your teaching certificate. This information can be found on the T-Cert website. A link to this website is located in the “Links” section of the Career Services section of the district website. You can also look in the “Documents” section at the “How do I check when my certificate expires?” document.

Application Fee

- There is a $30 renewal fee.

- You can pay this fee online at the following website: www.alabamaintersactive.org/education. There is a $4.00 fee for paying online (so it is $34 total)

- If you pay online, please include a copy of the receipt with your other recertification papers.
This form provides documentation about your citizenship.

The form can be found at this link: http://www.alsde.edu/sec/tc/Citizenship%20or%20National%20Statu%20s/Forms/AllItems.aspx

Make sure that you check only one of the four spaces.

If you have less than 100 PD hours, you have to complete this form.

When completing this form, you complete the first page ONLY. We will complete the second page.

You should have already had a background check. We will verify this. If you haven’t, we will contact you.