INITIAL TEACHER CERTIFICATE EXTENSION REQUEST

INSTRUCTIONS: Two-Year, Program Enrollment, or Out-of-State Initial teacher certificates can be extended if the necessary requirements have been satisfied. To be eligible for the extension of an Initial teacher certificate, the documents described below must arrive at the Teacher Certificate Office on or before the Initial certificate's expiration date.
NOTE: Initial Reemployment and Second Initial teacher certificates are not eligible for extension. Individuals holding an Initial Reemployment or a Second Initial certificate must satisfy all requirements and apply for a Professional teacher certificate.

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.

OUT-OF-STATE EXTENSION REQUIREMENTS

Requirement: Submit the following documents on or before certificate's current expiration date:

- ❑ OFFICIAL SCORE REPORT OF AN APPROVED BASIC COMPETENCY EXAM (E.G. PRAXIS I, WEST-B, CBEST, ETC.), AND
- ❑ INSTITUTIONAL RECOMMENDATION, STATE RECOMMENDATION, OR PROGRAM ENROLLMENT FORM

1ST YEAR PROGRAM ENROLLMENT EXTENSION REQUIREMENTS

Requirement: Submit the following documents on or before certificate's current expiration date:

- ❑ UPDATED, OFFICIAL TRANSCRIPTS SHOWING PROGRESS IN YOUR PROGRAM, AND
- ❑ UPDATED PROGRAM ENROLLMENT FORM

2ND YEAR PROGRAM ENROLLMENT EXTENSION REQUIREMENTS

Requirement: Submit the following documents on or before certificate's current expiration date:

- ❑ UPDATED, OFFICIAL TRANSCRIPTS SHOWING COMPLETION OF YOUR PROGRAM, AND
- ❑ INSTITUTIONAL OR STATE RECOMMENDATION
- ❑ OFFICIAL TRANSCRIPTS SHOWING THE COMPLETION OF AN APPROVED ALASKA STUDIES COURSE, AND
- ❑ OFFICIAL TRANSCRIPTS SHOWING THE COMPLETION OF AN APPROVED ALASKA MULTICULTURAL COURSE

ALASKA STUDIES/ALASKA MULTICULTURAL COURSEWORK

If the basic competency exam and institutional/state recommendation requirements have been satisfied, the completion of the two required courses will allow for an Initial Teacher certificate to be extended for a third year.
Requirement: Two-Year, Program Enrollment, or Out-of-State Initial Teacher certificate holders must provide the following documents to the Teacher Certification Office within two years of the issue date of their certificates:

- ❑ OFFICIAL TRANSCRIPTS SHOWING THE COMPLETION OF AN APPROVED ALASKA STUDIES COURSE, AND
- ❑ OFFICIAL TRANSCRIPTS SHOWING THE COMPLETION OF AN APPROVED ALASKA MULTICULTURAL COURSE

FEE SCHEDULE

No Fee Required.

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