



APPLICATION INSTRUCTIONS

PROFESSIONAL CERTIFICATION

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PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

The address entered will be the address to which your certificate will be mailed. It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification office.

If you have changed your name, you will need to submit a photocopy of the legal document verifying the change.

CERTIFICATION INFORMATION

Answer "yes" or "no" to questions one through six (1-6) as they apply to you. If the answer to any of these questions is "yes," please provide a written, detailed explanation of the incident and sign it. It is not necessary to provide a written explanation of a minor traffic violation. It is necessary to provide a written explanation of any DWIs. If no written explanation is provided for any "yes" answer to questions 1-6, the application will be returned.

If you answer "yes" to question seven (7), list the state(s) where you hold/held teaching certificates and the expiration date(s).

Indicate if you are currently employed or have been offered a contract by an Alaska School District. List the school district and the starting date of your contract.

ETHNICITY

Check the box that most appropriately applies to you. Definitions for each choice are provided.

FEE SCHEDULE

The certificate fee for the professional certificate is \$125.00. The fingerprint processing fee is an additional \$66.00. All applicants for the professional certificate must include payment in the form of a cashier's check, money order, or credit card authorization. **Fees are non-refundable. No personal checks will be accepted.**

If paying by credit card, complete all information in this section, including the name on the credit card and the cardholder's signature.

Cashier's checks or money orders can be made payable to the Alaska Department of Education & Early Development (EED).

POSITIONS HELD

Professional certification requires at least two (2) years of employment as a certified teacher. 4 AAC 12.305(b)(7) List the certified teaching positions you will use to satisfy this requirement. Provide all information requested concerning each position. Attach an additional sheet if necessary.

FULL TIME EQUIVALENCY (FTE) For a full-time teaching position, the FTE would equal one (1). For a half-time teaching position, the FTE would equal 0.50 or one half. To satisfy this requirement, the applicant must provide a list of positions for a total of two (2) FTE. **Substitute teaching positions cannot be used to satisfy this requirement.**

EMPLOYMENT OUTSIDE OF ALASKA If any of the listed positions were held in a state other than Alaska, a copy of your Teacher Certificate from the state where the employment was completed will need to be included with your application. The out-of-state certificate must have been valid during the employment period.

RECORD OF TRAINING

List all colleges/universities attended to complete your degree(s) and approved teacher preparation program(s). You must include all college coursework, including community college or transfer credits. Attach an additional sheet if necessary.

Official transcripts of all academic work completed must be included with the application or be on file with our office. *We encourage you to open the sealed transcripts when they arrive to verify the correct coursework and/or degree(s) are posted. We accept official transcripts after they have been opened, provided the transcripts bear the registrar's signature/seal and are printed on official university transcript paper. Official transcripts may be opened, but not marked on in any way.* Unofficial, photocopied, or faxed transcripts will not be accepted.

In addition to official transcripts showing the completion of at least a bachelor's degree and a state-approved teacher preparation program, the official transcripts included with the application or on file with our office must reflect the following:

- Three (3) semester hours of APPROVED Alaska Studies coursework.
- Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework.
- Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years. (The APPROVED Alaska Studies coursework and APPROVED Multicultural/Cross-cultural Communications coursework will satisfy this requirement if they were completed within the past five years.)



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REQUESTED ENDORSEMENTS

List all teaching endorsements that you are requesting to be on your Professional Certificate. A Certification Analyst will consider the request(s) when analyzing your official transcripts and other documents.

Please refer to the "List of Endorsements" included with the application. You may not request endorsement areas that are not on the list. Please indicate content area and grade levels when requesting endorsements.

Endorsements may be requested based on your Institutional Recommendation (IR); State Recommendation (SR); and posted degree, major, or minor (of at least 18 semester hours). You may only request endorsement areas found on the "List of Endorsements" located on the last page of this application.

In the areas of English, Mathematics, General Science, French and German, you may also request endorsements based on passing scores on the required Praxis II exams. More information concerning endorsement requirements in Alaska is available at <http://www.eed.state.ak.us/teachercertification/Endorsements.pdf>.

Requesting an endorsement does not guarantee that endorsement area will be issued. Endorsements will be granted based on Alaska's qualifications for issuing endorsements. Additionally, qualifying endorsements will only be granted if they have been requested in this section of the application.

NOTARIZATION

The application **must** be signed and dated by the applicant. The application **must** be notarized by a certified Notary Public.

If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

CHECKLIST

Review your application before submitting it to the Teacher Certification office. If you have questions about any of the required documents, please email the Teacher Certification office to consult with a Certification Analyst.

If you need a fingerprint card, please email the Teacher Certification office at tcwebmail@alaska.gov and request that a card be sent to you. You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate spaces on the fingerprint card. All personal information must be filled in on the card.

You must submit an Institutional Recommendation (IR) or a State Recommendation (SR) with this application if it is not on file. If you completed a university teacher preparation program, submit the complete Institutional Recommendation. If you completed a state-approved (non-university) program, submit the State Recommendation. If this document was submitted with a previous application, please email the Teacher Certification office at tcwebmail@alaska.gov to verify the original is still on file.

If any of the required documents listed on the checklist are not included with the application or are not on file with the Teacher Certification Office, the entire application will be returned.

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



TEACHER CERTIFICATION APPLICATION
PROFESSIONAL CERTIFICATION

PERSONAL INFORMATION

Form fields for personal information including Last Name, First Name, M.I., Social Security Number, Mailing Address, City, State, Zip Code, Home/Cell Number, Work Phone Number, Gender, Personal Email Address, Birthdate, Former Last Name(s), and 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.

CERTIFICATION AND BACKGROUND INFORMATION

Complete the following questions carefully and completely before providing information. Any falsification or deliberate misrepresentation, including omission of a material fact, in completing of this application can be grounds for denial of certification.

- 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include DWIs.
2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you?
3. Is there action pending to revoke or suspend a certificate or license issued to you by another jurisdiction?
4. Have you ever had any adverse action taken on any certificate or license?
5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct?
6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

If you answered "yes" to any of the questions above (1-6), provide a detailed statement on a separate sheet and sign the statement.

- 7. Have you ever held a teaching certificate in another state?
8. Are you currently under contract or have you been offered a contract with a public school district in Alaska?
If yes, school district: _____, beginning contract date: _____



TEACHER CERTIFICATION APPLICATION
PROFESSIONAL CERTIFICATION

RECORD OF TRAINING

Official transcripts of all academic work completed must be included with the application or be on file with our office. Unofficial, photocopied, or faxed transcripts will not be accepted. Official transcripts may be opened, but not marked on in any way.

In addition to official transcripts showing the completion of at least a bachelor's degree and a state approved teacher preparation program, the official transcripts included with the application or on file with our office must reflect the following:

- Three (3) semester hours of APPROVED Alaska Studies coursework.
Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework.
Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years. (The APPROVED Alaska Studies coursework and the APPROVED Multicultural/Cross-cultural Communications coursework will satisfy this requirement if they were completed within the past five years.)

Table with 5 columns: COLLEGE OR UNIVERSITY, CITY, STATE, DEGREE(S) EARNED, MAJOR/PROGRAM, YEARS ATTENDED

REQUESTED ENDORSEMENTS

List all requested endorsements, content or specialty area(s), and grade levels. Endorsements may be requested based on your Institutional Recommendation; State Recommendation; and posted degree, major, or minor (of at least 18 semester hours). You may only request endorsement areas found on the "List of Endorsements" located on the last page of this application.

In the areas of English, Mathematics, General Science, French, and German, you may also request endorsements based on passing scores on the required Praxis II exams.

Qualifying endorsements will only be granted if they have been requested in this section of the application.

Table for Requested Endorsements with columns: CONTENT AREA, GRADE LEVEL(S)

NOTARIZATION

State of _____ Date _____ (MONTH/DAY/YEAR)
_____ appeared before me whose (NAME OF APPLICANT)
identification I have verified on the basis of _____ (TYPE OF PHOTO ID)
to be the signer of this application and he/she acknowledged that he/she signed it.
(SIGNATURE OF NOTARY)
My commission expires: _____

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 (Month/Day/Year)

If a Notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.
4 AAC 12.300(b)(1)



TEACHER CERTIFICATION APPLICATION
PROFESSIONAL CERTIFICATION

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CHECKLIST

The following items must be included with your application packet or be on file with the Teacher Certification Office. If any item is missing and not already on file with our office, the entire application packet will be returned, unprocessed. Please confirm with each checkbox that each item is included or on file with the Teacher Certification Office.

- Complete Professional Application
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. Photocopies/faxes will not be accepted.
- Signature and Notarization
The "Notarization" section of the application must be completed by all applicants. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.
- Application Fees
The application fee is \$125.00. The fingerprint processing fee is \$66.00. If you require a fingerprint card, submit a total of \$191.00. Fees are non-refundable. **No personal checks will be accepted.**
- Fingerprint Card
One (1) FBI fingerprint card (Form FD-258)
If you cannot obtain the fingerprint card locally, email Teacher Certification to request a card be sent to you. If any section of the fingerprint card is incomplete, the entire application packet will be returned.
- OR-**
- Employment Verification
Verification of current employment in a certified position in a public school district in Alaska.
You may submit a letter from the employing school district office, or a photocopy of your current contract as verification.
- For Applications During the School Year**
Submit employment verification for the current school year.
- For Applications During the Summer Months**
Applications submitted prior to July 1st must include employment verification from the previous school year.
Applications submitted after July 1st must include employment verification for the following school year.
- Official Transcripts
Official transcripts of all academic work completed must be included with the application or on file with Teacher Certification. Unofficial, photocopied, or faxed transcripts will not be accepted. *Official transcripts may be opened, but not marked on in any way.*
- In addition to official transcripts showing the completion of at least a bachelor's degree and a state approved teacher preparation program, the official transcripts must reflect the following:
- o Three (3) semester hours of APPROVED Alaska Studies coursework
 - o Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework
 - o Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years (The APPROVED Alaska Studies coursework and the APPROVED Multicultural/Cross-cultural Communications coursework will satisfy this requirement if they were completed within the past five years.)
- Original Institutional Recommendation or State Recommendation Form
An original Institutional or State Recommendation must be included with this application or be on file with the Office of Teacher Certification. Photocopies/faxes will not be accepted. If this document was submitted with a previous application, please email Teacher Certification to verify it is on file.
- Basic Competency Exam (BCE) Score Report
Please email Teacher Certification to verify official passing scores for an approved basic competency exam (i.e. Praxis I) are on file, BEFORE sending in the application.
- Content Area Exam Score Report
If you have previously submitted your passing scores for a content area exam (i.e. Praxis II) to Teacher Certification, please email our office to verify that your scores are still on file, BEFORE sending in the application.
You may submit a photocopy of your official score report showing passing scores for a content area exam with your application.
- Two Years of Employment as a Certified Teacher
Two (2) years of full-time, certified employment as a teacher must be evident in the **Teaching Positions Held** section on page 4 of this application.
If the two (2) years of certified employment used to satisfy this requirement occurred in a state other than Alaska, a copy of a teacher certificate from the state where the employment occurred must be submitted with this application or on file with our office. The out-of-state certificate must have been valid during the employment period.

Department of Education & Early Development, Teacher Education and Certification
801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500
Phone: (907) 465-2831 Fax: (907) 465-2441



TEACHER CERTIFICATION APPLICATION
LIST OF ENDORSEMENTS

TEACHING ENDORSEMENTS

Art

Art
 Music
 Music – Choral
 Music – Instrumental
 Theater Arts
 Visual Arts

Early Childhood

Early Childhood Education
 Special Ed – Early Childhood

Languages

Bilingual Education
 English as a Foreign Language
 English as a Second Language
 Chinese
 Japanese
 French
 German
 Italian
 Latin
 Russian
 Spanish

Reading

Reading
 Reading Specialist
 Remedial Reading

Special Education

Special Education
 Physically Handicapped
 Visually Handicapped
 Hearing Impaired
 Learning Disability
 Emotionally Disturbed
 Cognitively Impaired
 Communication Disorders
 Multi-Handicapped
 Resource
 Adaptive P.E.
 Special Ed – Early Childhood

Alaska Native Studies

Alaska Native Studies
 Aleut Language/Culture
 Athabaskan Language/Culture
 Haida Language/Culture
 Inupiaq Language/Culture
 Tlingit Language/Culture
 Yupik Language/Culture

Educational Technology

Educational Technology

Language Arts

English
 Language Arts
 Literature
 English Literature
 Russian Literature
 Communication
 Speech
 Journalism
 Humanities

Science

Science
 Agriculture
 Biology
 Chemistry
 Earth Science
 Environmental Science
 General Science
 Geology
 Health
 Life Science
 Natural Science
 Physical Science
 Physics
 Zoology

Library

(Only available if applicant has completed a teacher preparation program.)
 School Librarian
 Library Science
 Media Specialist

Business

Business Education
 Business Communication
 Computer Education
 Marketing

Elementary Education

Elementary Education

Mathematics

Mathematics

Middle School

Middle School

Physical Education

Physical Education
 Coaching
 Kinesiology
 Adaptive PE

Social Studies

Social Studies
 Anthropology
 Economics
 Government
 History
 Political Science
 Social Science
 Sociology
 U.S. History
 World History
 Russian History
 Geography
 Psychology

Vocational Education

Vocational Education
 Technology Education
 Family/Consumer Science
 Industrial Arts
 Industrial Technology

GRADE LEVELS

Birth – Grade 3	Grades K-3	Grades 5-8	Grades 7-10	Grades 9-12
Pre K – Grade 3	Grades K-5	Grades 5-12	Grades 7-12	
Pre K – Grade 12	Grades K-8			
	Grades K-12			