



REGULAR CERTIFICATION APPLICATION

ETHNICITY

- ALASKA NATIVE
- ASIAN OR PACIFIC ISLANDER
- AFRICAN AMERICAN
- HISPANIC
- CAUCASIAN
- AMERICAN INDIAN/NATIVE AMERICAN
- OTHER

ALASKA NATIVE: Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.

ASIAN OR PACIFIC ISLANDER: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

AFRICAN AMERICAN: (Not of Hispanic origin); any person having origins in any of the Black racial groups of Africa.

HISPANIC: Any person of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race.

CAUCASIAN: (Not of Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

AMERICAN INDIAN/NATIVE AMERICAN: Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition.

POSITIONS HELD

LIST TEACHING, ADMINISTRATIVE, AND/OR SPECIAL SERVICES POSITIONS PREVIOUSLY HELD. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

SCHOOL YEAR(S)	DAYS PER YEAR	SCHOOL NAME	CITY, STATE	POSITION TITLE	SUBJECT/GRADE LEVEL(S)

RECORD OF TRAINING

OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS LISTED BELOW MUST BE INCLUDED WITH THIS APPLICATION. LIST ALL COLLEGES/UNIVERSITIES ATTENDED TO COMPLETE YOUR DEGREE(S) AND APPROVED TEACHER PREPARATION PROGRAM(S). INCLUDE ALL COLLEGE COURSEWORK, INCLUDING COMMUNITY COLLEGE AND/OR TRANSFER CREDIT. OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.

COLLEGE OR UNIVERSITY	CITY, STATE	DEGREE(S) EARNED	MAJOR/PROGRAM	YEARS ATTENDED

TYPE OF CERTIFICATE

PLEASE INDICATE THE TYPE OF CERTIFICATE YOU CURRENTLY HOLD.

- TYPE B PROVISIONAL (2-YEAR)
- TYPE B TEMPORARY (1-YEAR)
- TYPE B REEMPLOYMENT (1-YEAR)
- TYPE C PROVISIONAL (2-YEAR)
- TYPE C TEMPORARY (1-YEAR)
- TYPE C REEMPLOYMENT (1-YEAR)

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



REGULAR CERTIFICATION APPLICATION

REQUESTED ENDORSEMENTS

LIST ALL REQUESTED ENDORSEMENTS, CONTENT OR SPECIALTY AREA(S), AND GRADE LEVELS. A CERTIFICATION ANALYST WILL CONSIDER YOUR REQUEST WHEN ANALYZING YOUR OFFICIAL TRANSCRIPTS AND OTHER DOCUMENTS.

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
(SAMPLE) ELEMENTARY EDUCATION	K-8	3. _____	_____
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____

REQUIREMENTS

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR THE **REGULAR** CERTIFICATE

- ALASKA STUDIES COURSEWORK
Official transcripts reflecting 3 semester hours of APPROVED Alaska Studies coursework must be included with the application. To view a list of all approved courses, visit www.eed.state.ak.us/TeacherCertification/Approvedcourses.html
- MULTICULTURAL/CROSS-CULTURAL COMMUNICATIONS COURSEWORK
Official transcripts reflecting 3 semester hours of APPROVED Multicultural/Cross-cultural Communications coursework must be included with the application. To view a list of all approved courses, visit www.eed.state.ak.us/TeacherCertification/Approvedcourses.html

ADDITIONAL REQUIREMENTS FOR ALL **ADMINISTRATIVE** APPLICATIONS:

- MASTER'S DEGREE OR HIGHER, FROM A REGIONALLY ACCREDITED INSTITUTION.
Official transcripts reflecting all coursework and degree(s) must be included with the application.
- EDUCATIONAL ADMINISTRATION PROGRAM OFFERED BY A REGIONALLY ACCREDITED INSTITUTION.
The preparing institution must sign and endorse the Institutional Recommendation, indicating standards. The original Institutional Recommendation must be included with the application.
- SIX SEMESTER HOURS OF CREDIT WITHIN THE FIVE YEARS IMMEDIATELY PRECEDING THE APPLICATION.
Official transcripts reflecting at least 6 semester hours (or 9 quarter hours) of credit earned within the previous five years must be included with the application. Required for all EXCEPT holders of a Type B Provisional.

ADDITIONAL REQUIREMENTS FOR ALL **SPECIAL SERVICES** APPLICATIONS:

- BACHELOR'S DEGREE OR HIGHER, FROM A REGIONALLY ACCREDITED INSTITUTION.
Official transcripts reflecting all coursework and degree(s) must be included with the application.
- OR-
 MASTER'S DEGREE OR HIGHER, FROM A REGIONALLY ACCREDITED INSTITUTION.
A master's degree or higher in the endorsement area is required for School Psychologists and Speech/Language/Hearing areas. Official transcripts reflecting all coursework and degree(s) must be included with the application.
- SIX SEMESTER HOURS OF CREDIT WITHIN THE FIVE YEARS IMMEDIATELY PRECEDING THE APPLICATION.
Official transcripts reflecting at least 6 semester hours (or 9 quarter hours) of credit earned within the previous five years must be included with the application. Required for all EXCEPT holders of a Type C Provisional.



REGULAR CERTIFICATION APPLICATION

CHECKLIST

YOU MUST INCLUDE ALL OF THE FOLLOWING ITEMS IN A SINGLE APPLICATION PACKET. IF ANY ITEM IS MISSING, THE ENTIRE APPLICATION PACKET WILL BE RETURNED, UNPROCESSED. PLEASE CONFIRM WITH EACH CHECKBOX, THAT EACH ITEM IS INCLUDED.

- COMPLETE REGULAR CERTIFICATION APPLICATION**
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. The application must be mailed to the Teacher Certification office at the address below. 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 for a Regular certificate is \$125. The fingerprint processing fee is \$66. Fees are non-refundable. Submit a total fee of \$191. Please refer to the 'FEE SCHEDULE' section of the application. NO PERSONAL CHECKS WILL BE ACCEPTED.

- FINGERPRINT CARD**
1 FBI Applicant fingerprint card (Form FD-258)
If you cannot obtain the fingerprint card locally, call or 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 listed in the 'RECORD OF TRAINING' section must be included with the application. Unofficial, photocopied, or faxed transcripts will not be accepted.
OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.

- ORIGINAL INSTITUTIONAL RECOMMENDATION**
An original Institutional Recommendation must be included with this application. Photocopies/faxes will not be accepted. Required ONLY for the Type B Reemployment certificate.



REGULAR CERTIFICATION APPLICATION
LIST OF ENDORSEMENTS

ADMINISTRATIVE ENDORSEMENTS

PRINCIPAL
SUPERINTENDENT
CURRICULUM
ADMINISTRATION
DIRECTOR OF VOCATIONAL EDUCATION
DIRECTOR OF SPECIAL EDUCATION

SPECIAL SERVICES ENDORSEMENTS

SCHOOL COUNSELOR
GUIDANCE AND COUNSELING

SCHOOL LIBRARIAN
LIBRARY SCIENCE
MEDIA SPECIALIST

SCHOOL NURSE
NURSING

SCHOOL PSYCHOLOGIST
SCHOOL PSYCHOMETRIST
EDUCATIONAL DIAGNOSTICIAN

SCHOOL SOCIAL WORK

SPEECH/LANGUAGE PATHOLOGY
SPEECH PATHOLOGY
AUDIOLOGY
SPEECH AND HEARING
SPEECH THERAPY

OCCUPATIONAL THERAPY
PHYSICAL THERAPY
ORIENTATION AND MOBILITY

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	

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