



REINSTATEMENT FROM RETIRED CERTIFICATION

CERTIFICATE INFORMATION

IN ORDER TO REINSTATE YOUR PREVIOUSLY HELD CERTIFICATE (THE CERTIFICATE HELD PREVIOUS TO THE RETIRED CERTIFICATE), YOU MUST SUBMIT THIS APPLICATION FORM WITHIN 5 YEARS OF THE EXPIRATION DATE OF THAT CERTIFICATE.

PLEASE INDICATE THE EXPIRATION DATE OF THE PREVIOUSLY HELD CERTIFICATE:

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DATE (MM/DD/YYYY)

IF IT HAS BEEN LONGER THAN 5 YEARS SINCE YOUR PREVIOUSLY HELD CERTIFICATE EXPIRED, YOU WILL NEED TO APPLY FOR CERTIFICATION AS AN INITIAL APPLICANT. PLEASE CALL (907) 465-2831 TO SPEAK TO A CERTIFICATION ANALYST.

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, Athabaskan, 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

TO REINSTATE YOUR PREVIOUSLY HELD CERTIFICATE AFTER HAVING HELD A RETIRED CERTIFICATE, YOU MUST HAVE BEEN ACTIVELY EMPLOYED AS A SUBSTITUTE TEACHER AFTER RECEIVING THE RETIRED CERTIFICATE. LIST SUBSTITUTING POSITIONS HELD. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

SCHOOL YEAR(S)	SCHOOL DISTRICT	DISTRICT CONTACT NAME	DISTRICT CONTACT PHONE NUMBER	APPROXIMATE NUMBER OF DAYS AS A SUBSTITUTE

RECORD OF TRAINING

SIX SEMESTER HOURS OR NINE QUARTER HOURS OF CREDIT EARNED FROM A REGIONALLY ACCREDITED UNIVERSITY, TAKEN WITHIN THE 5 YEARS IMMEDIATELY PRECEDING THIS APPLICATION ARE REQUIRED FOR REINSTATEMENT. *OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.*

THREE SEMESTER HOURS OF CREDIT MAY BE CONTINUING EDUCATION UNITS (CEUs) AND/OR WITH PRIOR APPROVAL, NON-ACADEMIC CREDIT. **AT LEAST THREE SEMESTER HOURS MUST BE UPPER DIVISION OR GRADUATE LEVEL CREDIT.**

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

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



REINSTATEMENT FROM RETIRED CERTIFICATION

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 REINSTATEMENT APPLICATION**
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned.

- 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.

- OFFICIAL TRANSCRIPTS**
Official transcripts of all academic work listed in the 'RECORD OF TRAINING' section must be included with the application. Photocopies will not be accepted.
OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.

- FINGERPRINT CARDS**
You are required to submit 1 FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, call or email Teacher Certification to request 1 card be sent to you. If any section of the fingerprint card is incomplete, the entire application packet will be returned.

- APPLICATION FEES**
The application fee for reinstatement is \$125.
The fingerprint processing fee is \$66. Submit a total of \$191.00. Fees are non-refundable.
Please refer to the 'FEE SCHEDULE' section of the application.
YOU MAY PAY WITH MONEY ORDER, CASHIER'S CHECK OR CREDIT CARD. PERSONAL CHECKS WILL NOT BE ACCEPTED.

FREQUENTLY ASKED QUESTIONS

HOW MANY UNIVERSITY CREDITS DO I NEED TO HAVE IN ORDER TO REINSTATE MY PREVIOUSLY HELD CERTIFICATE?

YOU MUST SUBMIT OFFICIAL TRANSCRIPTS FROM A REGIONALLY ACCREDITED UNIVERSITY SHOWING 6 SEMESTER OR 9 QUARTER HOURS OF CREDIT EARNED WITHIN THE 5 YEARS DIRECTLY PRECEDING THE REINSTATEMENT APPLICATION DATE. TRANSCRIPTS MUST BE ON OFFICIAL TRANSCRIPT PAPER AND BEAR THE STAMP OR SEAL OF THE UNIVERSITY REGISTRAR. WE DO NOT REQUIRE SEALED ENVELOPES – PLEASE OPEN YOUR TRANSCRIPTS TO VERIFY THAT YOUR CREDITS HAVE BEEN POSTED, BUT DO NOT MARK ON THEM IN ANY WAY.

I HAVE NOT BEEN ACTIVELY EMPLOYED AS A SUBSTITUTE WHILE HOLDING THE RETIRED CERTIFICATE. CAN I STILL REINSTATE MY PREVIOUSLY HELD CERTIFICATE?

NO. YOU MUST HAVE BEEN ACTIVELY EMPLOYED AS A SUBSTITUTE TEACHER AFTER RECEIVING THE RETIRED CERTIFICATE. YOU MUST PROVIDE THE NUMBER OF DAYS OF SERVICE AND DISTRICT CONTACT INFORMATION IN THE 'POSITIONS HELD' SECTION OF THE APPLICATION SO WE MAY VERIFY YOUR EMPLOYMENT AS A SUBSTITUTE. IF YOU HAVE NOT BEEN ACTIVELY EMPLOYED AS A SUBSTITUTE, YOU MAY NOT REINSTATE YOUR PREVIOUSLY HELD CERTIFICATE.

WILL I NEED TO BE FINGERPRINTED?

YES. ALL APPLICATIONS FOR REINSTATEMENT REQUIRE SUBMISSION OF FINGERPRINT CARDS. ONE COMPLETED FBI APPLICANT FINGERPRINT CARD (FORM FD-258) IS REQUIRED. IF YOU ARE UNABLE TO OBTAIN THE FINGERPRINT CARD LOCALLY, PLEASE CALL (907) 465-2831 TO REQUEST A CARD.