



# SPECIAL SERVICES CERTIFICATION APPLICATION

## PERSONAL INFORMATION

LAST NAME			FIRST NAME			MIDDLE INITIAL			U.S. 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.**

## 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 COMPLETION OF THIS APPLICATION CAN BE GROUNDS FOR DENIAL OF CERTIFICATION.**

- Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include DWIs.  
 YES  NO
- Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include any state, province, territory, and/or country.  
 YES  NO
- Is there action pending to revoke or suspend a certificate or license issued to you by another jurisdiction? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.  
 YES  NO
- Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or avoidance)  
 YES  NO
- 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? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.  
 YES  NO
- Have you ever been denied certification? This would include any state, province, territory, and/or country.  
 YES  NO

**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?  YES  NO

STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

8. Are you currently under contract with a public school district in Alaska?  YES  NO

If yes, school district: \_\_\_\_\_, beginning contract date: \_\_\_\_\_

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

tcwebmail@alaska.gov



# SPECIAL SERVICES 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, 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

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

## CERTIFICATE SELECTION

PLEASE SELECT ONE OF THE CERTIFICATES BELOW. IF THIS SECTION IS LEFT BLANK, THE ENTIRE APPLICATION WILL BE RETURNED.

- TYPE C REGULAR (5-YEAR) CERTIFICATE
- TYPE C PROVISIONAL (2-YEAR) CERTIFICATE
- TYPE C TEMPORARY (1-YEAR) CERTIFICATE
- TYPE C REEMPLOYMENT (1-YEAR) CERTIFICATE

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# SPECIAL SERVICES CERTIFICATION APPLICATION

## REQUIREMENTS

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

- 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 all School Psychologists and Speech, Language, or Hearing endorsements. Official transcripts reflecting all coursework and degree(s) must be included with the application.
- SPECIAL SERVICE AREA 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.
- 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](http://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](http://www.eed.state.ak.us/TeacherCertification/Approvedcourses.html)

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR THE **TYPE C PROVISIONAL** CERTIFICATE

- 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 all School Psychologists and Speech, Language, or Hearing endorsements. Official transcripts reflecting all coursework and degree(s) must be included with the application.
- SPECIAL SERVICE AREA 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 this application.

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR THE **TYPE C TEMPORARY** CERTIFICATE

- 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 all School Psychologists and Speech, Language, or Hearing endorsements. Official transcripts reflecting all coursework and degree(s) must be included with the application.
- SPECIAL SERVICE AREA 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.
- THREE YEARS OF SATISFACTORY, FULL-TIME, EXPERIENCE IN THE SPECIAL SERVICE AREA.  
Experience must be outlined in the 'POSITIONS HELD' section of this application.
- NEVER HELD ALASKA SPECIAL SERVICE CERTIFICATION BEFORE



# SPECIAL SERVICES CERTIFICATION APPLICATION

ALL REQUIREMENTS LISTED BELOW MUST BE **COMPLETED** IN ORDER TO QUALIFY FOR THE **TYPE C REEMPLOYMENT** CERTIFICATE

- PREVIOUS TYPE C CERTIFICATE HAS BEEN EXPIRED FOR LONGER THAN ONE YEAR**  
A copy of the expired certificate must be included with the application.
- I UNDERSTAND THE ENDORSEMENTS ON THE REEMPLOYMENT CERTIFICATE WILL BE THE SAME AS THOSE ON MY EXPIRED TYPE C CERTIFICATE. DURING THE LIFE OF THE REEMPLOYMENT CERTIFICATE, NO ENDORSEMENTS MAY BE ADDED OR REMOVED.**

**AS 14.20.017 Grace period for issuance of regular teacher certificates to previously certificated teachers.**  
 (e) The (reemployment) teacher certificate issued under this section must contain the same endorsements as those on the teacher's expired certificate.

## 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.

IF YOU ARE APPLYING FOR A TYPE C REEMPLOYMENT CERTIFICATE, THE ENDORSEMENTS WILL BE THE SAME AS THOSE ON YOUR EXPIRED TYPE C CERTIFICATE.

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
(SAMPLE) SCHOOL PSYCHOLOGIST	K-12	3. _____	_____
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____

## 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: \_\_\_\_\_

**IF A NOTARY IS NOT AVAILABLE, A POSTMASTER MAY WITNESS, DATE STAMP AND SIGN THIS AFFIDAVIT.**

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



# SPECIAL SERVICES CERTIFICATION APPLICATION

## FEE SCHEDULE

THE TOTAL FEE FOR TYPE C CERTIFICATION IS \$191.00. YOU MAY PAY WITH A CASHIER'S CHECK (PAYABLE TO EED), MONEY ORDER, OR CREDIT CARD (VISA OR MASTERCARD). FEES ARE NON-REFUNDABLE. **DEBIT CARDS OF ANY KIND WILL NOT BE ACCEPTED.** **NO PERSONAL CHECKS WILL BE ACCEPTED.**

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AMOUNT

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CREDIT CARD NUMBER

		/		
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EXPIRATION DATE (MM/YY)

NAME ON CREDIT CARD

CARDHOLDER'S SIGNATURE

## 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 TYPE C APPLICATION**  
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 is \$125. The fingerprint processing fee is \$66. Submit a total fee of \$191. Fees are non-refundable.  
**NO PERSONAL CHECKS WILL BE ACCEPTED.**
- FINGERPRINT CARD**  
1 FBI Applicant fingerprint card (Form FD-258) is required for ALL Type C applications.  
If you cannot obtain the fingerprint card locally, call or email Teacher Certification to request a card be sent to you.
- OFFICIAL TRANSCRIPTS**  
Official transcripts of all academic work 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.*
- VERIFICATION OF THREE YEARS OF SATISFACTORY, FULL-TIME, CERTIFIED EXPERIENCE IN THE SPECIAL SERVICE AREA**  
A minimum of three years experience is required for the Type C Temporary certificate only.
- ORIGINAL INSTITUTIONAL RECOMMENDATION**  
An original Institutional Recommendation must be included with this application. Photocopies/faxes will not be accepted.  
Required for all Type C applications EXCEPT for the Type C Reemployment certificate.

### ADDITIONAL REQUIREMENTS FOR THE SCHOOL PSYCHOLOGIST ENDORSEMENT

- You must hold a master's or higher degree with a major emphasis in school psychology or educational psychology.
- INSTITUTIONAL RECOMMENDATION**  
The original Institutional Recommendation must show completion of an approved School Psychology program from a regionally accredited university.
- 1200-HOUR INTERNSHIP**  
Applicants for a School Psychologist endorsement must have completed a 1200-hour internship, 600 of those hours being in a school setting. Official transcripts must be included to reflect the internship. A letter from the university verifying the internship must accompany the transcripts.

### ADDITIONAL REQUIREMENTS FOR SPEECH, LANGUAGE OR HEARING ENDORSEMENTS

- INSTITUTIONAL RECOMMENDATION**  
The original Institutional Recommendation must show completion of an approved Speech/language or hearing program from a regionally accredited university. The program must meet NCATE or ASHA standards.
- You must hold a master's or higher degree with a major emphasis in speech-language pathology, audiology, or speech-language and hearing science.

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**SPECIAL SERVICES CERTIFICATION APPLICATION  
INSTITUTIONAL RECOMMENDATION**

**APPLICANT INFORMATION**

THIS SECTION IS TO BE COMPLETED BY THE APPLICANT BEFORE SUBMISSION TO THE COLLEGE/UNIVERSITY. ALL OTHER SECTIONS ARE TO BE COMPLETED BY THE PREPARING INSTITUTION'S SCHOOL OF EDUCATION.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER			
STREET ADDRESS OR P.O. BOX			CITY	STATE	ZIP CODE	

THE REMAINING SECTIONS ARE TO BE COMPLETED BY THE PREPARING INSTITUTION'S SCHOOL OF EDUCATION, **NOT** THE APPLICANT.

**COLLEGE/UNIVERSITY INFORMATION**

ALASKA CERTIFIES SPECIAL SERVICE PROVIDERS WHO HAVE COMPLETED APPROVED UNIVERSITY SPECIAL SERVICES PREPARATION PROGRAMS. PLEASE SIGN THIS FORM ONLY IF THE CANDIDATE HAS COMPLETED A **UNIVERSITY** SPECIAL SERVICES PREPARATION PROGRAM WHICH MEETS YOUR STATE'S STANDARDS FOR CERTIFICATION. ALL ENDORSEMENTS LISTED ON THIS FORM MUST BE BASED ONLY ON THE COMPLETION OF APPROVED UNIVERSITY PROGRAMS.

YOUR STATE'S REQUIREMENTS FOR CERTIFICATION AND ENDORSEMENTS MAY VARY FROM YOUR APPROVED PROGRAM. **DO NOT SIGN THIS FORM IF THE APPLICANT HAS ONLY MET YOUR STATE'S REQUIREMENTS FOR CERTIFICATION OR ENDORSEMENT, BUT HAS NOT COMPLETED THE APPROVED PROGRAM.** DEVIATIONS FROM YOUR INSTITUTION'S APPROVED PROGRAM MAY BE ACCEPTABLE, BUT REQUIRES A FORMAL RATIONALE ON UNIVERSITY LETTERHEAD ALONG WITH SUPPORTING DOCUMENTATION.

**PROGRAM STANDARDS**

**DEGREE INFORMATION**

SPECIFY WHICH STANDARDS THE APPROVED PROGRAM MEETS:

- NCATE
- STATE STANDARDS FROM AN NCATE PARTNERSHIP STATE
- STATE STANDARDS FROM AN NON-NCATE PARTNERSHIP STATE
- NASDTEC
- NASP
- APA
- ASHA

PLEASE SPECIFY THE TYPE OF APPROVED PROGRAM COMPLETED:

<input type="checkbox"/> B.ED	<input type="checkbox"/> MA	<input type="checkbox"/> ED.D
<input type="checkbox"/> BS	<input type="checkbox"/> MS	<input type="checkbox"/> PH.D
<input type="checkbox"/> BA	<input type="checkbox"/> MAT	<input type="checkbox"/> NO DEGREE/CERTIFICATION ONLY
	<input type="checkbox"/> M.ED	<input type="checkbox"/> OTHER _____

**ENDORSEMENT INFORMATION**

THIS INSTITUTION VERIFIES THAT THE APPLICANT HAS MET ALL INSTITUTIONAL REQUIREMENTS FOR THE APPROVED PROGRAMS (AS DEFINED ABOVE) IN THE AREAS LISTED BELOW. IN ADDITION, THE INSTITUTION VERIFIES THAT THE APPLICANT MAINTAINED ETHICAL STANDARDS REQUIRED OF AN EDUCATOR WHILE ATTENDING THE INSTITUTION.

PLEASE REFER TO THE 'LIST OF ENDORSEMENTS' BEFORE ENTERING ANY INFORMATION. ALL ENDORSEMENTS LISTED BELOW MUST BE INCLUDED ON THE ATTACHED LIST OF ENDORSEMENTS. IF THE LIST OF ENDORSEMENTS IS NOT PROVIDED TO YOU BY THE APPLICANT, PLEASE CONTACT TEACHER CERTIFICATION FOR AVAILABLE ENDORSEMENTS.

CONTENT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION	CONTENT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION
1. _____	_____	_____	4. _____	_____	_____
2. _____	_____	_____	5. _____	_____	_____
3. _____	_____	_____	6. _____	_____	_____





SPECIAL SERVICES CERTIFICATION APPLICATION  
**LIST OF ENDORSEMENTS**

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**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

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**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			