 Add/Remove Administrative Endorsement

Teacher Certification – Alaska Department of Education and Early Development

# PERSONAL INFORMATION

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the Teacher Certification Office. All name changes must be supported with a photocopy of the legal document verifying the change.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:      State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

Former Last Name(s):       Highest Educational Degree:

# ADD/REMOVE ENDORSEMENT(S)

I am requesting an Endorsement to be: Added Removed Grade Levels Changed

# ADDING AN ENDORSEMENT

An applicant may only add an Administrative endorsement to the following types of Administrative certificates:

* Initial/Provisional 2-year
* Regular 5 year

Administrative endorsements can only be added through completion of an Administrative program. This method requires the completion of an approved endorsement program including passing scores in any tests required by the state in which the program is based. The applicant must be eligible to gain a comparable endorsement for that state.

Endorsements will only be granted based on Alaska’s endorsement requirements as noted in each section below.

If you have questions about the requirements, email the [Teacher Education & Certification Office](mailto:tcwebmail@alaska.gov.) (tcwebmail@alaska.gov) or call (907) 465-2831.

**Note:** Must include official transcripts, Administrative Program Verification form, and payment (money order or cashier’s check payable to DEED, or credit card payment receipt) in your application packet.

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## REQUESTED ENDORSEMENT(S)

Qualifying endorsements will only be granted if they have been requested in this section of the application. You may onlyrequest endorsement areas found on the Administrative Endorsements List.

**For Superintendent Endorsement (4 AAC 12.345(1) (A)):** In addition to the completion of a superintendent state-approved program, a superintendent endorsement requires at least five (5) years of full-time (FTE) employment as a certified teacher or certified school administrator. Of those five years, three years (3) FTE of employment **must** be as a certified teacher in an elementary or secondary program, and one (1) year FTE of employment **must** be as a certified administrator. Special Service provider experience does not count.

**For Special Education Administrator (4 AAC 12.345(1) (C)):** In addition to the completion of a special education administrative state-approved program, a special education administrator endorsement requires three (3) years FTE of employment as a certified teacher in an elementary or secondary program.

**Requested Endorsement Grade Levels State-Approved Program (University/State)**

     

## POSITIONS HELD

**Employment Outside of Alaska:** If you are using certified employment from outside of Alaska to satisfy this requirement, you must include a copy of your teacher, administrative or special services certificate from the state where the employment was completed with your application packet. The out-of-state certificate must have been valid during the employment period.

**Full Time Equivalency (FTE):** Full-time certified experience. Part-time or less than a full year is prorated: For example, a 0.5 position for a semester would equal 0.25 FTE (.5 position x .5 year (semester) = 0.25 FTE. To satisfy this requirement, the applicant must provide a list of positions that total the required FTE. Short-term or day-to-day substitute positions cannot be used to satisfy this requirement.

If your application does not provide sufficient evidence of the required certified employment, your application will be returned unprocessed.

List all previous and current certified educational positions held. Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

**Year(s) School, District or Organization City, State Phone Number Position FT/PT**

                             

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# REMOVING AN ENDORSEMENT

An endorsement cannot be removed if you are currently under contact with an Alaska Public School district in the assigned endorsement area being removed.

A Special Education endorsement may not be removed from a certificate during a school term in which the certificate holder is assigned to a position requiring a special education endorsement.

**Requested Endorsement to be removed:**

# FEE SCHEDULE

The cost to add and/or remove endorsements is $100.00.

You may pay with a credit card via the DEED Online Payment Center, cashier’s check, or money order (payable to DEED). Fees are non-refundable.Personal checks will not be accepted.

If payment is made through the Teacher Certification [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter) (https://education.alaska.gov/teachercertification/PaymentCenter) a copy of the payment receipt must be submitted with this form.

# CHECKLIST

**Completed/Signed Endorsement Application**

**Positions Held/Copy of Out Of State Certificate (If applicable)**

**Official Transcripts**

**Administrative State Approved Program Verification Form**

**Payment Receipt/Money Order/Cashier’s Check**

# SIGNATURE

i certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature:       Date:

**Notes:** If an item is missing or incomplete, your packet will be returned unprocessed to the address you provide in the personal information section of your application. If you would like your original documents returned, you must include a self-addressed, stamped envelope with your complete packet. We recommend that you send your completed packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

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# MAIL YOUR APPLICATION

The application and supporting documents must be mailed to the Teacher Certification office at the following address:

Department of Education and Early Development

Teacher Certification

PO Box 110500

Juneau, AK 99811-0500

Photocopies, scanned or faxed applications will not be accepted.

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:

Email: [Teacher Certification](mailto:tcwebmail@alaska.gov) (tcwebmail@alaska.gov)  
Phone: (907) 465-2831 Fax: (907)465-2441  
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)