 Add/Remove Special Services 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 a Special Service endorsement to the following types of Special Service certificates:

* Initial/Provisional 2-year
* Regular 5 year

Special Service endorsements can only be added through completion of a Special Services program. This method requires the completion of an approved endorsement program including passing scores on 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 (tcwebmail@alaska.gov) or call (907) 465-2831.

**Note:** Must include official transcripts, Special Services 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 Special Services Endorsements List.

**For School Psychology Endorsement (4 AAC 12.355(k)):**

1. Hold a master's or higher degree in school psychology

2. Have completed a 1,200-hour internship in school psychology, 600 hours of which must be completed on site in preschool or kindergarten grade 12 programs; and

3. Be recommended for endorsement by a school psychology program that has been approved by

a. the National Council for Accreditation of Teacher Education (NCATE),

b. the National Association of State Directors of Teacher Education and Certification (NASDTEC),

c. the National Association of School Psychologists (NASP), or

d. the American Psychological Association (APA)

e. the state with jurisdiction over the program as meeting that state’s standards for the endorsement area on a comparable certificate.

OR

1. Hold a master's degree or higher in a related field, and

2. Be a nationally certified school psychologist under the National School Psychologist Certification System established by the National Association of School Psychologists (NASP). (NASP Certification serves as the recommendation. A Program Verification is not required.)

**For Speech, language, or hearing Endorsement (4 AAC 12.355(L)):**

1. Be recommended for the endorsement by the speech, language or hearing program that has been accredited by the:

 a. National Council for Accreditation of Teacher Education (NCATE)

b. National Association of State Directors of Teacher Education and Certification (NASDTEC),

c. approved by the American Speech-Language-Hearing Association (ASHA), or

d. approved by the state with jurisdiction over the program as meeting that state’s standards for the endorsement area on a comparable certificate;

2. Hold a master's or higher degree with major emphasis in speech-language pathology, audiology, or speech-language and hearing science;

-OR-

1. Possess a Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA) in the endorsement area.

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

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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.

**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**

[ ] **Special Services 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:

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