



# APPLICATION INSTRUCTIONS

## INITIAL CERTIFICATION

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### PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

*The address entered will be the address that your certificate will be mailed.* It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification office.

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### BACKGROUND INFORMATION

Answer "yes" or "no" to questions one through six (1-6) as they apply to you. If the answer to any of these questions is "yes," please provide a written, detailed explanation of the incident and sign it. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidences involving Driving While Intoxicated (DWI) or Driving Under the Influence (DUI).

**If no written explanation is provided for any "yes" answers to questions one through six (1-6), the application will be returned.**

If you answer "yes" to question seven (7), list the state(s) where you hold/held teaching certificates and the expiration date(s).

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### ETHNICITY

Check the box that most appropriately applies to you. Definitions for each choice are provided.

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### CERTIFICATION SELECTION & REQUIREMENTS

Use the lists of requirements under each Initial certificate type to determine if you qualify for an Initial certificate. Check the box next to the type of Initial certificate for which you are applying.

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### RECORD OF TRAINING

List all colleges/universities you attended to complete your degree(s) and approved teacher preparation program(s). You must include all college coursework, including community college or transfer credits. Your official transcripts must show the completion of at least a bachelor's degree from a regionally accredited university to qualify for Alaska teacher certification. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.

If you have completed the required **Alaska Multicultural** or the required **Alaska Studies** coursework, please provided the requested information. If you have not completed the required coursework, indicate the courses you plan to take and the anticipated dates of completion.

Official transcripts for all institutions listed in this section must be included with the application or on file with the Teacher Certification office. Do **not** request universities to submit transcripts directly to the Teacher Certification office. *We encourage you to open the sealed transcripts* when they arrive to verify the correct coursework and/or degree(s) are posted. *We accept official transcripts after they have been opened*, provided the transcripts bear the registrar's signature/seal and are printed on official university transcript paper. Unofficial transcripts, electronic transcripts, or photocopies will not be accepted.

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### BASIC COMPETENCY EXAM

Indicate the approved Basic Competency Exam (BCE) that you have passed or indicate the date that you are scheduled to take an approved BCE.

If you have passing Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Services (ETS), or you can include an **original/official** examinee score report with your application. To contact ETS, visit [www.ets.org](http://www.ets.org).

If you have the scores sent directly from ETS, email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to verify that passing Praxis I scores are on file **BEFORE** sending the application. The application will be returned if it is submitted before passing Praxis I scores have been received in the Teacher Certification office.

For all other approved basic competency exams, an **original/official** examinee score report showing passing scores on all three sections of the exam must be included with the application. More information concerning approved exams is available on our website at <http://www.eed.state.ak.us/teachercertification/praxis.html>.

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### PREVIOUS ALASKA CERTIFICATION & AUTHORIZATIONS

Indicate the statements that describe your previous Alaska certification status. If applicable, provide the requested information concerning your previous Alaska certifications or authorizations.

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### REQUESTED ENDORSEMENTS

Endorsements will only be granted if they have been **requested** in this section of the application. List all teaching endorsements that you are requesting to be on your Initial teacher certificate. When requesting endorsements, please indicate content area *and* grade levels if applicable.

Requesting an endorsement does not guarantee that the endorsement area will be granted. Endorsements will only be granted based on Alaska's endorsement requirements.

**If you are applying using a current, valid out-of-state certificate, the** endorsements on your Initial Alaska teacher certificate will reflect those endorsements listed on your current, valid out-of-state certificates that correspond to the endorsements on the List of Endorsements on page 12. If the applicant holds more than one current, valid out-of-state certificate, the applicant must choose which out-of-state certificate to submit with the Initial application.

If the requested endorsement section is left blank, the application will be returned.



# APPLICATION INSTRUCTIONS

## INITIAL CERTIFICATION

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## FINGERPRINT CARD CHECKLISTS

One (1) complete fingerprint card is a requirement for all applicants for Initial certification, with a few exceptions. If you need a fingerprint card, email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) and request that a card be sent to you. You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

If you held an Alaska Student Teacher Authorization which expired less than 60 days prior to the date your Initial teacher certification application is received by the Teacher Certification office and your background clearance was completed less than 18 months from the date of application, you do not need to submit a fingerprint card with your Initial application. Email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to determine if your previous background clearance can be used for this application.

If you have submitted a fingerprint card for a background check to the Teacher Certification office in the previous six months, email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to determine if your previous background check can be used for this application.

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## FEE SCHEDULE

The application fee for the Initial certificate is \$125.00. The fingerprint processing fee is an additional \$66.00. All applicants for the Initial certificate must include payment in the form of a cashier's check, money order, credit card or debit card. **Fees are non-refundable. No personal checks will be accepted.**

If paying by credit or debit card, complete all information in this section, including the name on the card and the cardholder's signature.

Cashier's checks or money orders can be made payable to the Alaska Department of Education & Early Development (EED).

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## REQUIREMENT CHECKLISTS

Review your application before submitting it to the Teacher Certification office. You must include all the items on the checklists that apply to the type of Initial teacher certificate for which you are applying. If any of the required documents listed on the applicable checklists are not included with the application, the entire application will be returned.

You must have **completed** all requirements listed in this section in order to qualify for Initial certification. If you have not met all of the requirements listed in this section, the application will be returned. If you have questions about the requirements, please email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov).

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## IMPORTANT NOTES

Read the important notes that are associated with the type of Initial teacher certificate for which you are applying. When you sign the notarization section, you will attest that you understand the requirements that still need to be met to maintain your Initial teacher certificate and to qualify for a Professional teacher certificate. See page 10 of the application for a list of requirements for Professional teacher certification.

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## NOTARIZATION

The application **must** be signed and dated by the applicant in the presence of a Notary Public or Postmaster.

The application must be notarized by a certified Notary Public. If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

**If any portion of this section is incomplete, the application will be returned.**

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## RECOMMENDATIONS & PROOF OF PROGRAM ENROLLMENT

You must submit an Institutional Recommendation, a State Recommendation, or a Proof of Program Enrollment form with this application or have one on file with the Teacher Certification office. These forms are located on pages 13-18. Use only the form that applies to your situation.

The appropriate form must first be sent to the university or state agency where you completed or are enrolled in an approved teacher preparation program. More detailed directions on the completion of these forms can be found on page 11.

**NOTE:** Proof of Program Enrollment cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate.

Applicants that are applying for an Initial/Out-of-State certificate have one year for the issue date of their certificate to submit an Institutional Recommendation, a State Recommendation, or a Proof of Program Enrollment form to our office.

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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 & Early Development**  
**Teacher Education & Certification**  
801 West 10th Street, Suite 200  
PO Box 110500  
Juneau, AK 99811-0500

If you would like your original documents (i.e. Out-of-State certificate, original score report) to be returned, you must include a self-addressed, stamped envelope with your application packet.

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

**PERSONAL INFORMATION**

LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE
HOME PHONE NUMBER		WORK OR MOBILE PHONE NUMBER	GENDER
HOME 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.**

**BACKGROUND INFORMATION**

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES  NO    1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
- YES  NO    2. 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    3. 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    4. 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 voidance)
- YES  NO    5. 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    6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

**If you answered "yes" to any of the questions above (1-6), provide a detailed statement here. If you need additional spaces, provide the detailed statement on a separate sheet of paper and sign it.**

- YES  NO    7. Have you ever held a teaching certificate in another state? If yes, please complete the following.

STATE \_\_\_\_\_ EXPIRES: \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRES \_\_\_\_\_

- YES  NO    8. Are you currently under contract or have been offered a contract with a public school district in Alaska? If yes, please complete the following.

Alaska public school district: \_\_\_\_\_, beginning contract date: \_\_\_\_\_

## 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.

## CERTIFICATE SELECTION & REQUIREMENTS

Use the lists of requirements under each certificate type to determine if you qualify for an Initial certificate. **Check the box** next the type of Initial certificate for which you are applying.

### INITIAL/2-YEAR

- ❖ Passing scores on an approved Basic Competency Exam
- ❖ Completed state-approved teacher preparation program
- ❖ Never held an Initial or Provisional Alaska teacher certificate  
**-and-**  
Not eligible for reinstatement of a Professional or Master teacher certificate.

### INITIAL/OUT-OF-STATE (1-YEAR)

- ❖ Has never held Alaska teacher certification
- ❖ Holds current, valid out-of-state certificate at the time of Initial application
- ❖ The out-of-state certificate will be current and valid at the time the applicant's contract for instructional services begins in an Alaska public school district

### INITIAL/REEMPLOYMENT (1-YEAR)

- ❖ Has never held an Alaska Reemployment teacher certificate
- ❖ Held an Alaska teacher certificate that was valid for at least two years
- ❖ The most recent Alaska teacher certificate must have expired more than a year prior to the date of application.

### INITIAL/3-YEAR

- ❖ Passing scores on an approved Basic Competency Exam
- ❖ Completed state-approved teacher preparation program
- ❖ Never held an Initial or Provisional Alaska teacher certificate  
**-and-**  
❖ Not eligible for the reinstatement of a Professional or Master teacher certificate.
- ❖ Official transcripts showing:
  - 3 semester hours of approved Alaska Studies coursework
  - 3 semester hours of approved Alaska Multicultural coursework

### INITIAL/PROGRAM ENROLLMENT (1-Year)

- ❖ Has never held Alaska teacher certification
- ❖ Passing scores on an approved Basic Competency Exam
- ❖ Currently enrolled in a state-approved teacher preparation program
- ❖ NOTE: Individuals enrolled in a Special Education teacher preparation program is not eligible for an Initial teacher certificate using Program Enrollment

## RECORD OF TRAINING

[Official transcripts](#) of all academic work completed must be included with the application or be on file with our office. Your official transcripts must show the completion of at least a bachelor's degree from a regionally accredited university to qualify for Alaska teacher certification. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application. *Official transcripts may be opened, but not marked on in any way.* **Unofficial, photocopied, electronic or faxed transcripts or evaluations will not be accepted.**

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

Indicate the college or university where you have met or plan to meet following coursework requirements.

REQUIREMENTS	COLLEGE OR UNIVERSITY	COURSE NUMBER(S)	DATE OR ANTICIPATED DATE OF COMPLETION
Three (3) semester hours of <a href="#">APPROVED Alaska Studies</a> coursework			
Three (3) semester hours of <a href="#">APPROVED Multicultural/Cross-cultural Communications</a> coursework			

## BASIC COMPETENCY EXAM

Indicate the approved [basic competency exam](#) (BCE) that you have passed or indicate the date that you are scheduled to take one of the approved BCE.

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> California Basic Educational Skills Test (C-BEST) | <input type="checkbox"/> Florida Teacher Certification Exam                   | <input type="checkbox"/> Michigan Test for Teacher Certification (MTTC) | <input type="checkbox"/> Oklahoma General Education Test (OGET)                              |
| <input type="checkbox"/> Washington Educator Skills Test-Basic (WEST-B)    | <input type="checkbox"/> Georgia Assessment for the Certification of Teachers | <input type="checkbox"/> New Mexico Assessment of Teacher Basic Skills  | <input type="checkbox"/> New York State Teacher Certification Liberal Arts and Sciences Test |
| <input type="checkbox"/> Praxis I (Math, Reading & Writing)                | <input type="checkbox"/> Alabama Work Keys                                    | <input type="checkbox"/> Illinois Certification Testing System          |  |
- I am scheduled to take an approved basic competency exam on \_\_\_\_\_.

If you have passing Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Services (ETS), or you can include an **original/official** examinee score report with your application. To contact ETS, visit [www.ets.org](http://www.ets.org). If you have had the scores sent directly from ETS, email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to verify passing Praxis I scores are on file, BEFORE sending in the application.

For all other approved basic competency exams, an *original* examinee score report showing passing scores on all three sections of the exam must be included with the application.

## PREVIOUS ALASKA CERTIFICATION & AUTHORIZATIONS

Indicate which statements describe your Alaska certification status. If you have held an Alaska teacher certificate prior to this application, you will need to verify whether or not you are eligible to apply for an Initial teacher certificate. Please refer to the **Certification Selection & Requirements** section of this application for more information.

- I held an Alaska Student Teacher Authorization that expired on \_\_\_\_\_.
- I have never held an Alaska teacher certificate.
- I have held the following Alaska teacher certificates with the expiration dates indicated below:

Certificate Type	Expiration Date(s)
Initial/Sec <input type="checkbox"/> Initial	
Professional/Type A	

Certificate Type	Expiration Date (s)
Provisional/Temporary	
Reemployment	

## REQUESTED ENDORSEMENTS

List all requested endorsements, content or specialty area(s), and grade levels. Qualifying endorsements will only be granted if they have been requested in this section of the application. **You may only request endorsement areas found on the "List of Endorsements" located on page 12 of this application.**

**INITIAL/2-YEAR OR 3-YEAR:** Endorsements may be requested based on your Institutional Recommendation; State Recommendation; and posted degree, major, or minor (of at least 18 semester hours).

In the areas of English, Mathematics, General Science, French, and German, you may also request endorsements based on passing scores on the required Praxis II exams.

**INITIAL/OUT-OF-STATE:** Endorsements will only reflect those endorsements listed on the applicant's current, valid out-of-state certificates that correspond to the endorsements on the **List of Endorsements**. If the applicant holds more than one current, valid out-of-state certificate, the applicant must choose which out-of-state certificate to submit with the Initial application.

**INITIAL/PROGRAM ENROLLMENT:** Endorsements will reflect the teacher preparation program described on the Proof of Program Enrollment form.

**INITIAL/REEMPLOYMENT:** Endorsements will reflect the endorsements on the applicant's previous Alaska teacher certificate.

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

## FINGERPRINT CARD CHECKLIST

If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, please use the following checklist to make sure that all the required information on the fingerprint card has been completed. If any section of the fingerprint card is incomplete, the entire application packet will be returned. If you cannot obtain a fingerprint card locally, email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to request a card be sent to you. More information can be found at <http://www.eed.state.ak.us/TeacherCertification/fingerprints.html>.

- Fingerprint must be rolled by a trained technician.
- The technician must sign and date the card in the appropriate space
- All personal information below must be filled in:
 

<input type="checkbox"/> signature	<input type="checkbox"/> height	<input type="checkbox"/> hair color
<input type="checkbox"/> residence	<input type="checkbox"/> weight	<input type="checkbox"/> date of birth
<input type="checkbox"/> citizenship	<input type="checkbox"/> race	<input type="checkbox"/> place of birth
<input type="checkbox"/> gender	<input type="checkbox"/> eye color	

**Previous Clearance** (For Initial Applicants who hold or have held a Student Teacher Authorization)

If you held an Alaska Student Teacher Authorization that expires less than 60 days prior to the date your application is received by the Teacher Certification office, and your background clearance was completed less than 18 months from the date of application, you do not need to submit a fingerprint card with your Initial application. Email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to determine if your previous background clearance can be used for your Initial teacher application.



**REQUIREMENT CHECKLISTS (continued)**

Initial/2-year & 3-year	<p><b>INITIAL/2-YEAR &amp; 3-YEAR</b></p> <p><input type="checkbox"/> <b>Passing Scores on an <a href="#">approved Basic Competency Exam (BCE)</a> (page 5)</b>                  If you have passing Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Service (ETS), or you can include an original examinee score report with your application. To contact ETS, visit <a href="http://www.ets.org">www.ets.org</a>. Email the Teacher Certification office to verify passing Praxis I scores are on file, BEFORE sending in the application. For all other approved basic competency exams, an <i>original</i> examinee score report must be included with the application. <b>Photocopies of reports will not be accepted.</b></p> <p style="text-align: center;"><b>-AND-</b></p> <p><input type="checkbox"/> <b>Institutional Recommendation verifying the completion of an approved Teacher Education Program Offered by a regionally accredited institution</b> (pages 13-14)                  The preparing institution must complete the Institutional Recommendation (IR) form. The <b>original</b> form must be included with the application. <b>Photocopies/faxes will not be accepted.</b></p> <p style="text-align: center;"><b>-OR-</b></p> <p><input type="checkbox"/> <b>State Recommendation verifying the completion of a state Approved Teacher Preparation Program</b> (pages 17-18)                  The preparing State must complete the State Recommendation form. The <b>original</b> form must be included with the application. <b>Photocopies/faxes will not be accepted.</b></p> <p style="text-align: center;"><b>-OR-</b></p> <p><input type="checkbox"/> <b>Foreign Evaluation verifying the completion of a teacher preparation outside of the United States</b> (See <a href="http://www.eed.state.ak.us/teachercertification/forms/Foreign_Evaluation_Info.pdf">http://www.eed.state.ak.us/teachercertification/forms/Foreign_Evaluation_Info.pdf</a>)</p>
Initial/3-yr.	<p><b>INITIAL/3-YEAR</b></p> <p><input type="checkbox"/> <b>Official transcripts verifying the completion of 3 semester hours of approved Alaska Studies and 3 semester hours of approved Alaska Multicultural coursework</b> (page 5)                  Official transcripts reflecting all the required coursework must be included with the application or on file with the Teacher Certification Office. Unofficial, photocopied, faxed, or electronic transcripts will not be accepted. <i>Official transcripts may be opened, but not marked on in any way.</i></p>
Initial/OOS	<p><b>INITIAL/OUT-OF-STATE (OOS)</b></p> <p><input type="checkbox"/> <b>Current, valid teaching certificate issued by another state</b> (page 3)                  One official, original certificate or a duplicate certificate issued directly from that state's Department of Education must be included. <b>Photocopies will not be accepted.</b> If the state's Department of Education that issued your current, valid Out-of-State certificate only provides electronic copies of certificates, send a printout of the certificate from the website and provide the web address where our office can verify the status of your Out-of-State certificate.</p>
Initial/Enrollment	<p><b>INITIAL/PROGRAM ENROLLMENT</b></p> <p><input type="checkbox"/> <b>Passing scores on an <a href="#">approved Basic Competency Exam (BCE)</a> (page 5)</b>                  If you have passing Praxis I scores, they can be sent to the Teacher Certification office directly from Educational Testing Service (ETS), or you can include an original examinee score report with your application. To contact ETS, visit <a href="http://www.ets.org">www.ets.org</a>. Email the Teacher Certification office to verify passing Praxis I scores are on file, BEFORE sending in the application. For all other approved basic competency exams, an <i>original</i> examinee score report must be included with the application. <b>Photocopies of reports will not be accepted.</b></p> <p><input type="checkbox"/> <b>Proof of Program Enrollment in an approved Teacher Education Program</b> (page 15-16)                  The regionally accredited university offering the approved teacher education program must complete the Proof of Program Enrollment form. The original Proof of Program Enrollment form must be included with this application. <b>NOTE:</b> This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate. <b>Photocopies/faxes will not be accepted.</b></p>
Initial/REEMPLOY	<p><b>INITIAL/REEMPLOYMENT (REEMPLOY)</b></p> <p><input type="checkbox"/> <b>Previous Alaska Certificate that has been expired for longer than one year</b> (page 5)                  A copy of the expired certificate <b>must</b> be included with the application or on file with the Teacher Certification office.</p> <p><b>NOTE:</b> If you choose this option, within one year from the date the application is received by the Teacher Certification office, you must meet all requirements and apply for the Professional certification.</p>

## IMPORTANT NOTES

### INITIAL/2-YEAR (INITIAL/2-YR)

Within two years from the date that your application was received by the Teacher Certification office, official transcripts showing the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#) must be received by the Teacher Certification office. Upon receipt of official transcripts showing completion of this required coursework, your Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

### INITIAL/OUT-OF-STATE (1-year certificate)

Within one year from the date that your application was received by the Teacher Certification office, official passing scores on an approved [Basic Competency Exam](#) and a [State or Institutional Recommendation](#) must be received by the Teacher Certification office from the date your application was received. Upon receipt of an official scores report and your recommendation, your Initial certificate will be extended for one additional year. **If the Teacher Certification office does not receive passing scores and the recommendation within the first year, your certificate will expire and you will not be eligible to teach in an Alaska public school.**

Within two years from the date that your application was received by the Teacher Certification office, official transcripts showing the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#) must be received by the Teacher Certification office. Upon receipt of official transcripts showing the completion of the required coursework, your Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

The endorsements on your Initial certificate will be the same as those on the current, valid, out-of-state certificate submitted with your application packet. If you hold more than one out-of-state certificate, you must choose ONE to submit with your application. When you apply for Professional Alaska certification, your transcripts, and Institutional Recommendation or State Recommendation will be analyzed to determine which endorsements will be awarded.

### INITIAL/PROGRAM ENROLLMENT (1-year certificate)

Within one year from the date that your application was received by the Teacher Certification office, updated [official transcripts](#) and an updated [Proof of Program Enrollment](#) form showing progress toward completion of your teacher preparation program or official, updated [official transcripts](#) and an [Institutional Recommendation](#) showing the completion of a teacher preparation program must be received by the Teacher Certification office. Upon receipt of the transcripts and recommendation or program enrollment form, your Initial certificate will be extended for one additional year.

Within two years from the date that your application was received by the Teacher Certification office, [official transcripts](#) and an [Institutional Recommendation](#) showing the completion of a teacher preparation program must be received by the Teacher Certification office. In addition, your transcripts must document the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#). Upon receipt of the transcripts and recommendation, your Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement or do not complete your teacher preparation program, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

The endorsements on your Initial certificate will be the same as those listed on your Proof of Program Enrollment form.

### INITIAL/REEMPLOYMENT (1-year certificate)

When your Initial/Reemployment certificate expires, you must meet all requirements for and apply for a [Professional or Master teacher certificate](#). You will not be eligible for any other Alaska teacher certificate.

The endorsements on your Initial/Reemployment certificate will be the same as those on your most recent Alaska teacher certificate.

## 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 have read the **IMPORTANT NOTES** concerning the Initial certificate for which I am applying. I understand the requirements and timeline to keep my Initial certificate current and qualify for a Professional certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska teacher certification and will not be eligible to hold a certified teaching position in an Alaska public school.

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



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## PROFESSIONAL CERTIFICATION REQUIREMENTS

After obtaining an Initial teacher certificate, the next step in Alaska teacher certification is qualifying for a Professional teacher certificate.

Read the following list and note the requirements that you still need to satisfy to gain a Professional teacher certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teacher certificate instead of an Initial teacher certificate.

The Professional application is available at

<http://www.eed.state.ak.us/teachercertification/forms/profess.pdf>.

Passing scores on an approved [Basic Competency Exam](#) (e.g. Praxis I, CBEST, WEST-B, etc.)

An [Institutional Recommendation](#) and [official transcripts](#) showing the completion of an approved teacher preparation program

**-OR-**

A [State Recommendation](#) showing the completion of an approved teacher preparation program

**-OR-**

A [Foreign Evaluation](#) from an approved agency showing the completion of a teacher preparation program outside of the United States.

Official transcripts showing the completion of the following:

- A Bachelor's degree or higher from a regionally accredited institution,
- Three semester hours of [approved Alaska Studies coursework](#),
- Three semester hours of [approved Alaska Multicultural coursework](#), and
- Six semester hours of college coursework within the last five years (recency credit). If the Alaska Studies course and Alaska Multicultural course were completed within the last five years, they will satisfy the recency requirement.

Two years of teaching experience while holding a valid teacher certificate

Passing scores on an [approved content area exam](#) (e.g. Praxis II)

A [FD-258 fingerprint card](#) with \$66 processing fee or employment verification

Application fee--\$125.00

A complete [Professional teacher certificate application](#)

TEACHER CERTIFICATION APPLICATION  
**RECOMMENDATIONS & PROGRAM ENROLLMENT**



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**You must submit an Institutional Recommendation, a State Recommendation, or a Proof of Program Enrollment form with your Initial application or have one on file with teacher certification. Use only the form that applies to your situation.**

If you completed a university teacher preparation program, submit the Institutional Recommendation with your application.

If you completed a state-approved (non-university) program, submit the State Recommendation with your application.

If you have not completed a teacher preparation program but are enrolled in one, submit the Proof of Program Enrollment form with your application.

If you have completed a teacher preparation program outside of the United States, you will need to submit a complete, original foreign evaluation from an approved agency. More information concerning foreign evaluations can be found at [http://www.eed.state.ak.us/teachercertification/forms/Foreign\\_Evaluation\\_Info.pdf](http://www.eed.state.ak.us/teachercertification/forms/Foreign_Evaluation_Info.pdf).

**You may discard the forms that do not apply to your situation.**

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**APPLICANT DIRECTIONS:**

- 1) Complete the APPLICANT INFORMATION section on both pages of the appropriate form.
- 2) Leave the remaining sections of the form blank. The university or state agency must complete all other sections.
- 3) Contact the university or state agency to determine who within the organization has the authority to verify the completion of or enrollment in a state-approved teacher preparation program.
- 4) If your teacher preparation program is at a university, mail or fax the form and the list of endorsements (p.12) to the Dean or Certification Officer within the university where you completed your program or where you are currently enrolled.

**-OR-**

If your teacher preparation program was completed in a state-approved (non-university) program, mail or fax the State Recommendation form and the list of endorsements (p.12) to the state official who has the authority to verify your completion of a state-approved alternate route to teacher certification.

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**UNIVERSITY OR STATE AGENCY DIRECTIONS:**

- 1) Provide all of the requested information in the following sections of the Institutional Recommendation, State Recommendation or the Proof of Program Enrollment form provided by the applicant:
  - a. **PROGRAM STANDARDS**
  - b. **DEGREE INFORMATION**
  - c. **ENDORSEMENT INFORMATION  
(INCLUDED IN THE ADMISSION INFORMATION ON THE PROOF OF PROGRAM ENROLLMENT FORM)**
  - d. **SIGNATURE**
  - e. **STAMP OR SEAL**
  - f. **ADMISSION INFORMATION (PROOF OF PROGRAM ENROLLMENT ONLY)**
- 2) If a Stamp or Seal is not available, complete all information using blue ink.
- 3) Please return the original Institutional Recommendation, State Recommendation or the Proof of Program Enrollment form to the applicant. **Photocopies/faxes will not be accepted.**

If you have any questions concerning the completion of the Institutional Recommendation, State Recommendation or the Proof of Program Enrollment form, please email [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) for assistance.



**TEACHING ENDORSEMENTS**

Art

Art  
Music  
Music – Choral  
Music – Instrumental  
Theater Arts  
Visual Arts

Early Childhood

Early Childhood Education  
Special Ed – Early Childhood

Languages

Bilingual Education  
English as a Foreign Language  
English as a Second Language  
Chinese  
Japanese  
French  
German  
Italian  
Latin  
Russian  
Spanish

Reading

Reading  
Reading Specialist  
Remedial Reading

Special Education

Special Education  
Physically Handicapped  
Visually Handicapped  
Hearing Impaired  
Learning Disability  
Emotionally Disturbed  
Cognitively Impaired  
Communication Disorders  
Multi-Handicapped  
Resource  
Adaptive P.E.  
Special Ed – Early Childhood

Alaska Native Studies

Alaska Native Studies  
Aleut Language/Culture  
Athabaskan Language/Culture  
Haida Language/Culture  
Inupiaq Language/Culture  
Tlingit Language/Culture  
Yupik Language/Culture

Educational Technology

Educational Technology

Language Arts

English  
Language Arts  
Literature  
English Literature  
Russian Literature  
Communication  
Speech  
Journalism  
Humanities

Science

Science  
Biology  
Chemistry  
Earth Science  
Environmental Science  
General Science  
Geology  
Health  
Life Science  
Natural Science  
Physical Science  
Physics  
Zoology

Library

(Only available if applicant has completed a teacher preparation program.)  
School Librarian  
Library Science  
Media Specialist

Business

Business Education  
Business Communication  
Computer Education  
Marketing

Elementary Education

Elementary Education

Mathematics

Mathematics

Middle School

Middle School

Physical Education

Physical Education  
Coaching  
Kinesiology  
Adaptive P.E.

Social Studies

Social Studies  
Anthropology  
Economics  
Government  
History  
Political Science  
Social Science  
Sociology  
U.S. History  
World History  
Russian History  
Geography  
Psychology

Vocational Education

Vocational Education  
Technology Education  
Family/Consumer Science  
Industrial Arts  
Industrial Technology

**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			

TEACHER CERTIFICATION APPLICATION  
**INSTITUTIONAL RECOMMENDATION**



This form should only be used if a standard, university teacher preparation program has been completed.

**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
MAILING ADDRESS	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 teachers who have completed approved university teacher preparation programs or state-approved teacher preparation programs. Please sign this form only if the candidate has completed a **university** teacher preparation program, which meets your state's standards for teacher 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 require a formal rationale on university letterhead along with supporting documentation.

**PROGRAM STANDARDS**

Specify which standards the approved program meets:

- NCATE
- STATE STANDARDS FROM AN NCATE PARTNERSHIP STATE
- STATE STANDARDS FROM AN NON-NCATE PARTNERSHIP STATE
- NASDTEC
- OTHER \_\_\_\_\_

**DEGREE INFORMATION**

Please specify the type of approved program completed:

- B.ED
- MA
- ED.D
- BS
- MS
- PH.D
- BA
- MAT
- NO DEGREE/CERTIFICATION ONLY
- M.ED
- OTHER \_\_\_\_\_

**ENDORSEMENT INFORMATION**

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.

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

By signing below, I verify that the applicant has met all institutional requirements for the approved programs (as defined above) in the areas listed below. In addition, I verify that the applicant maintained ethical standards required of an educator while attending the institution.

SIGNATURE OF DEAN OR CERTIFYING OFFICIAL	PRINTED NAME	TITLE	DATE

-CONTINUED ON NEXT PAGE-



TEACHER CERTIFICATION APPLICATION  
**PROOF OF PROGRAM ENROLLMENT**



This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for initial certification.

**APPLICANT INFORMATION**

This section is to be completed by the applicant before submission to the regionally accredited 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
MAILING ADDRESS		CITY	STATE ZIP CODE

The remaining sections are to be completed by the preparing institution's school of education, **not** the applicant.

**ADMISSION INFORMATION**

1. Has the applicant been admitted to an approved teacher education program, leading to certification?  
 YES  NO
2. What is the applicant's anticipated program completion date? \_\_\_\_\_ (MM/DD/YYYY)
3. How many credits of the approved program has the applicant completed? \_\_\_\_\_ CREDITS
4. How many total credits are in the approved program? \_\_\_\_\_ CREDITS
5. The applicant is currently enrolled in a program leading to certification in the area(s) listed below:

<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>	<u>CONTENT AREA</u>	<u>GRADE LEVEL(S)</u>
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

NOTE: This form cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate.

**PROGRAM STANDARDS**

Specify which standards the approved program meets:

- NCATE
- NASDTEC
- STATE STANDARDS FROM AN NCATE PARTNERSHIP STATE
- STATE STANDARDS FROM AN NON-NCATE PARTNERSHIP STATE
- OTHER: \_\_\_\_\_

**DEGREE INFORMATION**

Please specify the type of program enrollment:

- BA
- BS
- B.ED
- MAT
- MA
- MS
- M.ED
- ED.D
- PH.D
- NO DEGREE/CERTIFICATION ONLY
- OTHER: \_\_\_\_\_

-CONTINUED ON NEXT PAGE-



TEACHER CERTIFICATION APPLICATION  
**STATE RECOMMENDATION**



Do not use this form if you have completed a teacher preparation program through a university or college. This form should be completed only if the individual has completed an approved alternate program to certification.

**APPLICANT INFORMATION**

This section is to be completed by the applicant before submission to the state department of education. All other sections are to be completed by the preparing state's commissioner of education.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE      ZIP CODE

The remaining sections are to be completed by the preparing state's chief state school officer or certifying official, **not** the applicant.

**STATE INFORMATION**

Alaska certifies teachers who have completed approved university teacher preparation programs or state-approved teacher preparation programs. Please sign this form only if the candidate has completed a **state-approved** teacher preparation program which meets your state's standards for teacher certification. Please do not sign this form if the alternate program was based solely on transcript analysis and testing.

All endorsements listed on this form must be based only on the completion of state-approved programs. **Do not include endorsements based only on testing alone.** If the candidate has completed an approved university teacher preparation program, the preparing university must complete an institutional recommendation, not this state recommendation.

**PROGRAM STANDARDS**

Specify which standards the state-approved program meets:

- NCATE
- NASDTEC
- STATE
- OTHER: \_\_\_\_\_

**PLEASE SELECT ONE OF THE FOLLOWING:**

- COMPLETED STUDENT TEACHING
- COMPLETED MENTORED/SUPERVISED TEACHING
- REQUIREMENT WAIVED FOR SATISFACTORY EXPERIENCE

**DEGREE INFORMATION**

Please specify the type of state-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 state verifies that the applicant has met all state requirements for the approved state approved program(s) in the areas listed below. Do not include endorsements based only on testing.

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

By signing below, I verify that the applicant has met all I requirements for the state approved programs (as defined above) in the areas listed. In addition, I verify that the applicant maintained ethical standards required of an educator while attending the institution.

CERTIFYING OFFICIAL	PRINTED NAME	TITLE	DATE

-CONTINUED ON NEXT PAGE-

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

