



# RETIRED CERTIFICATION APPLICATION

## PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	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.**

- Have you ever held a teaching certificate in another state?  YES  NO

STATE	EXPIRATION DATE	STATE	EXPIRATION DATE
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## CERTIFICATE INFORMATION

PLEASE INDICATE THE DATE AND STATE FROM WHICH YOU RETIRED:

DATE (MM/DD/YYYY)

STATE

PLEASE INDICATE THE TYPE OF ALASKA CERTIFICATE(S) HELD AT THE TIME OF RETIREMENT (CHECK ALL THAT APPLY):

- TYPE A REGULAR (5-YEAR)
TYPE B REGULAR (5-YEAR)
TYPE C REGULAR (5-YEAR)
PROFESSIONAL TEACHING (5-YEAR)
INITIAL TEACHING (3-YEAR)
MASTER TEACHING (10-YEAR)

## 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...
ASIAN OR PACIFIC ISLANDER: Any person having origins in any of the original peoples of the Far East...
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...
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...

## FEE SCHEDULE

THE APPLICATION FEE FOR RETIRED (LIFETIME) CERTIFICATION IS \$165.00. THE FINGERPRINT PROCESSING FEE IS \$66.00 (REFER TO THE 'CHECKLIST' SECTION TO DETERMINE WHETHER THE FINGERPRINTING REQUIREMENT APPLIES TO YOU)...

AMOUNT

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YY)

NAME ON CREDIT CARD

CARDHOLDER'S SIGNATURE



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## 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

## 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 RETIRED (LIFETIME) APPLICATION**  
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. 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.
- FINGERPRINT CARD**  
You are required to submit 1 FBI Applicant fingerprint card (Form FD-258) with your application unless you have already had fingerprint clearance through the Department of Education & Early Development. Having submitted fingerprints to a school district for employment purposes will not exempt the applicant from submitting them for the Retired (Lifetime) certificate. Please email [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to inquire about your fingerprinting status.  
  
If you cannot obtain the fingerprint cards locally, email Teacher Certification to request a card be sent to you.
- APPLICATION FEES**  
The application fee for the Retired (Lifetime) certificate is \$165. Fees are non-refundable. The fingerprint processing fee is \$66. If you require fingerprint cards, submit a total of \$231.00.

## IMPORTANT NOTES

YOU MUST BE ABLE TO ANSWER 'YES' TO THE FOLLOWING IMPORTANT NOTES REGARDING THE RETIRED (LIFETIME) CERTIFICATE:

- YES  NO I HELD A CURRENT ALASKA CERTIFICATION AT THE TIME I RETIRED.
- YES  NO I UNDERSTAND THE RETIRED CERTIFICATE DOES NOT QUALIFY ME TO BE ASSIGNED AS A FULL-TIME, CERTIFIED EMPLOYEE IN A PUBLIC SCHOOL DISTRICT. I ALSO UNDERSTAND THAT THE RETIRED CERTIFICATE QUALIFIES ME TO SUBSTITUTE TEACH FOR A TEACHER WHO DISTRICT AUTHORITIES KNOW WILL BE ABSENT **NOT MORE THAN 20 DAYS** WHILE SCHOOL IS IN SESSION.
- YES  NO I UNDERSTAND ONCE I AM ISSUED THE RETIRED CERTIFICATE, IN ORDER TO REINSTATE MY PREVIOUSLY HELD REGULAR CERTIFICATE(S), I MUST HAVE BEEN ACTIVELY EMPLOYED AS A SUBSTITUTE TEACHER.
- YES  NO I UNDERSTAND ONCE I AM ISSUED THE RETIRED CERTIFICATE, I NO LONGER HOLD THE REGULAR ALASKA CERTIFICATE(S) OF THE SAME TYPE (TYPE A, TYPE B, TYPE C).

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](mailto:tcwebmail@alaska.gov)



## RETIRED CERTIFICATION APPLICATION

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### **FREQUENTLY ASKED QUESTIONS**

#### DO I QUALIFY FOR A RETIRED CERTIFICATE?

ANYONE WHO RETIRED FROM TEACHING WHILE HOLDING A VALID ALASKA CERTIFICATE WILL QUALIFY TO APPLY FOR THE RETIRED CERTIFICATE. YOU ARE NOT REQUIRED TO HOLD A CURRENT ALASKA CERTIFICATE IN ORDER TO BE ELIGIBLE FOR THE RETIRED CERTIFICATE. TO VERIFY THE EFFECTIVE DATES OF YOUR ALASKA CERTIFICATE, PLEASE CALL (907) 465-2831.

#### AM I REQUIRED TO APPLY FOR THE RETIRED (LIFETIME) CERTIFICATE WHEN I RETIRE?

NO, IT IS ONLY AN OPTION. YOU MAY CONTINUE TO RENEW YOUR TEACHING/ADMINISTRATIVE/SPECIAL SERVICES CERTIFICATE(S) INSTEAD OF APPLYING FOR THE RETIRED CERTIFICATE.

#### HOW MANY COLLEGE CREDITS DO I NEED TO HAVE IN ORDER TO APPLY FOR THE RETIRED CERTIFICATE?

NONE. YOU WILL NOT NEED TO SHOW COMPLETION OF ANY COURSE WORK IN ORDER TO APPLY FOR THE RETIRED CERTIFICATE.

#### HOW LONG IS THE CERTIFICATE VALID?

THE RETIRED CERTIFICATE IS A LIFETIME CERTIFICATE.

#### WILL I NEED TO BE FINGERPRINTED?

A BACKGROUND CLEARANCE IS REQUIRED OF ALL RETIRED CERTIFICATION APPLICANTS WHO HAVE NOT PREVIOUSLY PASSED A CRIMINAL BACKGROUND CHECK FOR TEACHER CERTIFICATION. CALL (907) 465-2831 AND A CERTIFICATION ANALYST WILL REVIEW YOUR FILE TO DETERMINE IF FINGERPRINT CARDS WILL NEED TO BE SUBMITTED WITH YOUR APPLICATION.

#### WHAT DOES THE RETIRED (LIFETIME) CERTIFICATE ALLOW ME TO DO?

THE RETIRED CERTIFICATE WILL ALLOW YOU TO ACCEPT *SHORT-TERM* SUBSTITUTING POSITIONS (ANY POSITION UP TO 20 DAYS IN LENGTH) WITH AN ALASKA PUBLIC SCHOOL DISTRICT. WHILE HOLDING THE RETIRED CERTIFICATE YOU ARE ELIGIBLE TO BE PAID AT A CERTIFIED RATE.

#### DOES THE RETIRED (LIFETIME) CERTIFICATE POSE ANY RESTRICTIONS?

WHILE HOLDING THE RETIRED CERTIFICATE YOU MAY NOT BE IN A CONTRACTED POSITION REQUIRING A CERTIFICATE IN AN ALASKA PUBLIC SCHOOL DISTRICT. YOU ARE SPECIFICALLY LIMITED TO SHORT-TERM SUBSTITUTING POSITIONS AND MAY NOT ACCEPT ANY LONG TERM POSITIONS GREATER THAN 20 DAYS IN LENGTH.