



APPLICATION INSTRUCTIONS

SECOND INITIAL CERTIFICATION

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 to which 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.

CERTIFICATION AND 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. It is necessary to provide a written explanation of a DWI. 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).

ETHNICITY

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

CERTIFICATION REQUIREMENTS

Use the lists of requirements to determine if you qualify for a Second Initial certificate or for a Professional certificate. If you have met all of the requirements for a Professional certificate, please complete the Professional application located at <http://www.eed.state.ak.us/teachercertification/forms/profess.pdf>.

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.

Provide the requested information. Indicate the universities where you completed your Alaska studies and your Alaska multi-cultural coursework and recency credit (6 semester hours within the previous 5 years).

Official transcripts for all institutions listed in this section must be included with the application or on file with 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.

BASIC COMPETENCY EXAM

Indicate the approved basic competency exam (BCE) that you have passed and have on file with the Teacher Certification office.

If you have passing Praxis I scores, they can be sent to the Teacher Certification office directly from ETS, or you can include an original examinee score report with your application. To contact ETS, visit www.ets.org.

If you have the scores sent directly from ETS, email the Teacher Certification office at tcwebmail@alaska.gov to verify passing Praxis I scores are on file, BEFORE sending in 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* 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>.

PREVIOUS ALASKA CERTIFICATION

Indicate the statements that describe your previous Alaska certification status. Provide the requested information concerning your previous Alaska certifications.

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.

Once a Second Initial certificate is issued, the certificate holder may not request endorsements be removed.

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



APPLICATION INSTRUCTIONS

SECOND INITIAL CERTIFICATION

FINGERPRINT CARD CHECKLISTS

One (1) complete fingerprint card is a requirement for all applicants for Second Initial certification, with a few exceptions. If you need a fingerprint card, email the Teacher Certification office at tcwebmail@alaska.gov and request 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 are employed in a certified position in a public school district in Alaska, you may submit a letter from the employing school district personnel department, or a photocopy of your current contract as employment verification instead of a fingerprint card.

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 to determine if your previous background check can be used for this application.

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).

REQUIREMENT CHECKLIST

Review your application before submitting it to the Teacher Certification office. If any of the items listed on the checklist are not included with the application or on file with the Teacher Certification office, the entire application will be returned.

You must have **completed** all requirements listed in this section in order to qualify for a Second Initial certificate. 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.

IMPORTANT NOTES

Read the important notes. When you sign the notarization section, you will attest that you understand the requirements that still need to be met to qualify for a Professional teacher certificate.

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.

RECOMMENDATIONS

You must submit an Institutional Recommendation or a State Recommendation with this application or have one on file with the Teacher Certification office.

These forms are located at <http://www.eed.state.ak.us/teachercertification/recomm.html>.

Use only the form that applies to your situation.

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 submitted with this application to be returned, you must include a self-addressed, stamped envelope with your application packet.



SECOND INITIAL APPLICATION

PERSONAL INFORMATION

LAST NAME										FIRST NAME										M.I.			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

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement 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 DWIs.
- 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 avoidance)
- 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 or 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
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8. Are you currently under contract or have been offered a contract with a public school district in Alaska? YES NO

If yes, school district: _____, beginning contract date: _____



SECOND INITIAL 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, 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 REQUIREMENTS

Use the lists of requirements to determine if you qualify for a Second Initial certificate or for a Professional certificate. If you have met all of the requirements for a Professional certificate, please complete the Professional application located at <http://www.eed.state.ak.us/teachercertification/forms/profess.pdf>.

SECOND INITIAL (3-YEAR) CERTIFICATE

- ❖ Passing scores on an approved Basic Competency Exam
- ❖ Completed state-approved teacher preparation program
- ❖ Official transcripts showing:
 - 3 semester hours of approved Alaska studies coursework
 - 3 semester hours of approved Alaska multicultural coursework
 - 6 semester hours of coursework completed in the five years prior to date of application (recency credit)
- ❖ Has held an Initial or Provisional teacher certificate
- ❖ Has never held a Reemployment teacher certificate in Alaska
- ❖ Not eligible for reinstatement of a Professional or Master teacher certificate.

PROFESSIONAL CERTIFICATE

- ❖ Passing scores on an approved Basic Competency Exam
- ❖ Completed state-approved teacher preparation program
- ❖ Official transcripts showing:
 - 3 semester hours of approved Alaska studies coursework
 - 3 semester hours of approved Alaska multicultural coursework
 - 6 semester hours of coursework completed in the five years prior to date of application (recency credit)
- ❖ Two years of teaching experience while holding a valid teacher certificate
- ❖ Passing scores on an approved content area exam (e.g. Praxis II)



SECOND INITIAL APPLICATION

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. Unofficial, photocopied, or faxed transcripts will not be accepted. *Official transcripts may be opened, but not marked on in any way.*

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

Please indicate the college or university transcripts that reflect the satisfactory completion of the following requirements.

REQUIREMENTS	COLLEGE OR UNIVERSITY	COURSE NUMBER(S)	DATE OF COMPLETION
Three (3) semester hours of APPROVED Alaska Studies coursework			
Three (3) semester hours of APPROVED Multicultural/Cross-cultural Communications coursework			
*Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years.			

*If completed in the past five years, the Alaska Studies and Alaska Multicultural coursework can be used to meet this recency requirement.

BASIC COMPETENCY EXAM

Indicate the approved [basic competency exam](#) (BCE) that you have passed.

- California Basic Educational Skills Test (C-BEST)
- Florida Teacher Certification Exam
- Michigan Test for Teacher Certification (MTTC)
- Oklahoma General Education Test (OGET)
- Washington Educator Skills Test-Basic (WEST-B)
- Georgia Assessment for the Certification of Teachers
- New Mexico Assessment of Teacher Basic Skills
- New York State Teacher Certification Liberal Arts and Sciences Test
- Praxis I (Math, Reading & Writing)
- Alabama Work Keys
- Illinois Certification Testing System

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 www.ets.org. If you have had the scores sent directly from ETS, email the Teacher Certification office at 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 or on file with the Teacher Certification office.

PREVIOUS ALASKA CERTIFICATION

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 **Certificate Requirements** section of this application for more information.

- I have never held an Alaska teacher certificate. (If this statement is true, you need to apply for an Initial teacher certificate.)
- I have held the following Alaska teacher certificates with the expiration dates indicated below:

Certificate Type	Expiration Date(s)
Initial/Second Initial	
Professional/Type A	

Certificate Type	Expiration Date (s)
Provisional/Temporary	
Reemployment	



SECOND INITIAL APPLICATION

REQUIREMENT CHECKLIST

You must have all of the items listed below on file with the Teacher Certification office or included in your application packet. If any item is missing, the entire application packet will be returned unprocessed. **Check the box** next to each requirement to indicate the item is on file with the Teacher Certification office or included in your application packet. Photocopied/faxed applications will not be accepted.

- Complete Second Initial Application** (pages 3-8)
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.
- Official Transcripts Verifying a Bachelor’s Degree or Higher, from a regionally accredited institution** (page 5)
Official transcripts reflecting all coursework and degree(s) must be included with the application or on file with the Teacher Certification Office, including community college and/or transfer credit. Unofficial, photocopied, faxed, or electronic transcripts will not be accepted. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application or on file with the Teacher Certification office. *Official transcripts or original foreign evaluation may be opened, but not marked on in any way.*
- Official Transcripts verifying the completion of 3 semester hours of approved Alaska Studies and 3 semester hours of approved Alaska Multicultural coursework** (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, or faxed transcripts will not be accepted.
- Official Transcripts verifying the completion of 6 semester hours or 9 quarter hours of credit from a regionally accredited institution in the five years prior to the date of application**(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, or faxed transcripts will not be accepted. The approved Alaska Studies and approved Alaska multicultural coursework can satisfy this requirement if complete in the five years prior to the date of application.
- Passing Scores on an Approved Basic Competency Exam (BCE)** (page 5)
If you have passing Praxis I scores, they can be sent to the Teacher Certification office directly from ETS, or you can include an original examinee score report with your application. To contact ETS, visit www.ets.org. For all other approved basic competency exams, an *original* examinee score report must be included with the application or be on file with the Teacher Certification office. Email the Teacher Certification office to verify passing Praxis I scores are on file, BEFORE sending in the application. Photocopies of reports will not be accepted.
- Fingerprint Card** (page 6)
You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Certification office to request a card be sent to you. Use the Fingerprint Card Checklist to make sure that all required items have been completed. If any section of the fingerprint card is incomplete, the entire application packet will be returned.
-OR-
Employment Verification
Verification of current employment in a certified position in a public school district in Alaska.
You may submit a letter from the employing school district office, or a photocopy of your current contract as verification.
For Applications During the School Year Submit employment verification for the current school year.
For Applications During the Summer Months Applications submitted prior to July 1st must include employment verification from the previous school year. Applications submitted after July 1st must include employment verification for the following school year.
-OR-
Previous Clearance
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 to determine if your previous background check can be used for this application.
- Application Fees** (page 6)
The application fee for an Initial certificate is \$125.00. The fingerprint processing fee is \$66.00. Submit a total fee of \$191.00. Fees are non-refundable. You may pay with a cashier’s check, money order, credit card or debit card. **No personal checks will be accepted.**
- Signature and Notarization** (page 8)
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.
- Teacher Education Program Offered by a Regionally Accredited Institution**
The preparing institution must complete the Institutional Recommendation (IR) form. The original form must be included with the application or on file with the Teacher Certification office. Photocopies/faxes will not be accepted.
-OR-
Completion of a State Approved Teacher Preparation Program
The preparing State must complete the State Recommendation form. The original form must be included with the application or on file with the Teacher Certification office. Photocopies/faxes will not be accepted.
-OR-
Foreign Evaluation verifying the completion of a teacher preparation outside of the United States (See http://www.eed.state.ak.us/teachercertification/forms/Foreign_Evaluation_Info.pdf) The original evaluation must be included with the application or on file with the Teacher Certification office. Photocopies/faxes will not be accepted.



SECOND INITIAL APPLICATION

IMPORTANT NOTES

After obtaining a Second 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.

- 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](#)

If you currently are 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>

Your Second Initial certificate will be valid for three years.

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 Second Initial certificate for which I am applying. I understand the requirements needed to 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