 **Professional Out-of-State Teacher Checklist**

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided and submit these pages on top of your application packet.

Last Name: First Name:       M.I.:

Social Security Number:       Date of Birth:

# REQUIREMENTS FOR PROFESSIONAL OUT OF STATE CERTIFICATE

An applicant must meet the following requirements to qualify for a Professional Out-of-State Teacher Certificate:

* Completion of a bachelor’s degree from a regionally accredited university;
* Holds a current, valid regular out-of-state certificate (out-of-country certificates are not accepted). United State territories are accepted.
* Worked at least two certified, full-time equivalent years as a teacher: If earlier, provide copy of that expired certificate also.

Notes: 1) A regular teacher certificate is a renewable teaching license issued by another state or jurisdiction that requires at least a bachelor’s degree and the completion of a state-approved teacher preparation program including a student teaching or clinical experience. A regular teacher certificate does not include a restricted, limited, probationary, provisional, emergency, substitute, student teaching or temporary certificate. 2) When your contract for instructional services begins in an Alaska School District, the out-of-state, regular certificate must still be valid and current.

If you do not meet the requirements above, check the [**Types of Certificates**](https://education.alaska.gov/TeacherCertification/Certification.html) (https://education.alaska.gov/teachercertification/certification) webpage or contact Teacher Certification for the appropriate application.

The Professional Out-of-State Teacher certificate is a two-year certificate that may be extended out to five years. To have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate.

To extend the certificate for three additional years, the applicant must complete the following:

* Three semester hours of an [**approved Alaska studies**](https://education.alaska.gov/teachercertification/alaska-studies)(https://education.alaska.gov/teachercertification/alaska-studies)course; and
* Three semester hours of an [**approved Alaska multicultural**](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) course.
NOTE: An Initial certificate is extendable for up to three years as described above, it is not renewable.

# ENDORSEMENTS

The endorsements on a Professional Out-of-State certificate will reflect the endorsements listed on the current, valid out-of-state certificate submitted with your application packet. You will also be granted endorsements based upon the other four methods, if applicable. If the applicant holds more than one current, valid out-of-state certificate, the applicant must choose which certificate to submit with the Professional Out-of-State application.

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# INSTRUCTIONS

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to consult with a Certification Analyst.

You must submit all the items required in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate you have included the item in your application packet. Photocopied or faxed applications will not be accepted.

# PROFESSIONAL OUT-OF-STATE CHECKLIST

**[ ]**  **Professional Out-of-State Teacher Checklist**Mark the checkbox next to each requirement to indicate the item is included in your application packet and include this checklist with your application.

**[ ]  Standard Application**Submit [**Standard Application**](https://education.alaska.gov/TeacherCertification/forms/standard-application.docx)(<https://education.alaska.gov/TeacherCertification/forms/standard-application.docx>). Make sure all sections of the application are complete.

**[ ]  Fingerprint Card**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 Education & Certification Office (tcwebmail@alaska.gov) to request a card be sent to you. Use the [Fingerprint Card Checklist](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) to make sure that all required information has been provided.
**OR
Previous Background Clearance**

If you have submitted a fingerprint card/background check, clearance received within the last two years, you may forego the background check. If uncertain, email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to determine if your previous background check can be used for this application.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) from the colleges and universities listed in the Record of Training section on the standard application verifying a Bachelor’s degree or higher, from a regionally accredited college or university.

If you completed your degree outside of the United States, a complete, original [Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application. Unofficial, photocopied, faxed or electronic documents will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

**[ ]  Current, Valid Out-of-State Certificate**

List the out-of-state, regular certificate that you are using to become certified in Alaska.

 State:       Expires:

If the state’s Department of Education that issued your current, valid out-of-state certificate provides electronic copies of certificates, send a printout of the certificate from the website. If a username and password is required to verify your certificate online, please provide those below as well.

 Username:       Password:

Note: Regular teacher certificate means a renewable teaching license issued by another state or jurisdiction that requires at least a bachelor’s degree and the completion of a state-approved teacher preparation program including a student teaching or clinical experience. A regular teacher certificate does not include a restricted, limited, probationary, provisional, emergency, substitute, student teaching or temporary certificate.

**[ ]  Two Years of Employment as a Certified Teacher**

Two (2) years of full-time, certified employment as a teacher must be evident in the Positions Held section of the Standard Application. Teaching experience must have been accrued in a state-approved or accredited elementary or secondary school while holding the appropriate certification. If the two

(2) years of certified employment used to satisfy this requirement occurred in a state other than Alaska, a copy of a teacher certificate from the state where the employment occurred must be submitted with this application or on file with our office. The out-of-state certificate must have been valid during the employment period.

**[ ]  Fees**The certification fee is $200.00. The background check fee is $60.00. If you are required to provide a fingerprint card, submit a total of $260.00. You may pay with a credit card via the EED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the DEED Payment receipt with your application. Cashier’s check or money order (payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

[ ]  **State or Federal photo identification** Include a copy of your state or federal photo identification.

[ ]  **Mandatory Trainings**You must have completed the four [Mandatory Trainings](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining). Provide certificates of completion for the four required mandatory training courses completed through the Department of Education and Early Development’s eLearning site.

Note: To have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate.

# EXTENSION REQUIREMENTS

To extend the certificate for three additional years, the applicant must complete the following:

**[ ]  Official transcripts** showing the completing of three semester hours of approved [Alaska Studies](https://education.alaska.gov/teachercertification/alaska-studies) (https://education.alaska.gov/teachercertification/alaska-studies) coursework.

**[ ]  Official transcripts** showing the completion of three semester hours of approved [Alaska Multicultural](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) coursework.

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# REQUESTED ENDORSEMENTS

Qualifying endorsements will only be granted if they have been requested in this section of the application. You may only request endorsement areas listed under the [Teaching Endorsements List](https://education.alaska.gov/teachercertification/available-endorsements) (https://education.alaska.gov/teachercertification/available-endorsements)

## OUT-OF-STATE CERTIFICATE ENDORSEMENT AREAS

This method requires that the applicant has the endorsements on an out-of-state certificate and has two years of certified, full-time equivalent experience teaching.

**Requested Endorsement Grade Levels**

## CONTENT AREA EXAMPLUS TEACHING EXPERIENCE

This method requires two years of teaching experience in the content area as well as passing scores on the endorsement-related content area exam. Additional grade levels may not be added to your certificate through this method.

**Requested Endorsement District & School School Years Content Area Exam (Vendor Name & Exam #)**

## POSTED DEGREE, MAJOR, OR MINOR

This method requires completion of at least one of the following degrees in the content or specialist area for which the endorsement is requested: (a) a doctorate degree; (b) a master’s degree; or (c) a baccalaureate degree, with a posted major or posted minor of at least 18 semester hours in the endorsement area requested. Additional grade levels may not be added to your certificate through this method.

**Requested Endorsement University/College Semester Hours Date Degree Completed**

## CAREER AND TECHNICAL EDUCATION ENDORSEMENT

This method requires two years of teaching experience in a CTE area; six semester hours of coursework focused on classroom management, student assessment and CTE-specific teaching strategies; and successful completion of an approved CTE
content-specific industry competency exam as approved by the department.

**Requested Endorsement District & School School Years Content Area Exam (Vendor, Name, Exam #)**

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# IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teaching certificate (Initial, Professional, or Master). To maintain an Initial teaching certification, the requirements and timeline described in the Extension Checklist must be satisfied. If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible to teach in Alaska.

* If an item is missing or incomplete, your application 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 application packet.

We recommend that you send your complete application packet to the Teacher Education & Certification Office using one of the many tracking options that are available at your local post office.

SIGNATURE

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. I acknowledge that I have read and will adhere to the [State of Alaska Code of Ethics of the Education Profession](https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf) (https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf). This becomes part of my official record.

Applicant Signature: Date:

MAIL YOUR APPLICATION

Mail a single application packet with all the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development

Teacher Education & Certification

PO Box 110500

Juneau, AK 99811-0500