 Initial Special Services Certificate

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

An applicant must meet the following requirements to qualify for a Special Services Type C Certificate:

* Completion of a bachelor’s degree or higher from a regionally accredited university.
* Completion of a state-approved special services program in the specific Special Service area(s), as verified with the [Special Services Program Verification form](https://education.alaska.gov/TeacherCertification/forms/special-services-program-verification.docx), (https://education.alaska.gov/TeacherCertification/forms/special-services-program-verification.docx )
* Completion of the four [Mandatory Training](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) during the five-years prior to receipt of your application.

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 certificate application.

**Initial Two-Year Special Services Certificate:**

The Initial Special Services Certificate is a two-year certificate**.** Within two years from the date that your application was received by the Teacher Certification Office, you must be eligible to apply for a five-year Regular Special Services certificate.

In order to be eligible for a five-year special services certificate you must submit:

* 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.

If you do not satisfy these requirements, you will no longer be eligible to be employed as a special services provider in an Alaska public school when your Initial Special Services Certificate expires.

**Initial Five-Year Special Services Certificate:**

If the applicant has satisfied the Alaska Studies and Alaska Multicultural coursework at the time of applying for Initial Special Services Certification, the applicant will be issued an Initial five-year Special Services Certificate.

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# REQUESTED ENDORSEMENTS

The endorsements verified on the Special Services State-Approved Program Verification Form will be the endorsements granted for the Special Species Certificate. Available Special Service endorsements are noted in the [Special Services Endorsements List](https://education.alaska.gov/teachercertification/available-endorsements) (https://education.alaska.gov/teachercertification/available-endorsements) of the Teacher Certification website.

# ADDITIONAL ENDORSEMENT REQUIREMENTS:

There are additional endorsement requirements for school psychologists and speech-language pathology, audiology, or speech-language and hearing science as outlined below:

**SCHOOL PSYCHOLOGIST ENDORSEMENT:**

For the school psychology endorsement, the applicant must either:

1. hold a master's or higher degree in school psychology
2. have completed a 1,200-hour internship in school psychology, 600 hours of which must be completed on site in preschool or kindergarten-grade 12 programs; and
3. be recommended for endorsement by a school psychology program that has been approved by
	1. the National Council for Accreditation of Teacher Education (NCATE),
	2. the National Association of State Directors of Teacher Education and Certification (NASDTEC),
	3. the National Association of School Psychologists (NASP), or
	4. the American Psychological Association (APA)
	5. the state with jurisdiction over the program as meeting that state’s standards for the endorsement area on a comparable certificate.

**-OR-**

1. hold a master's degree or higher in a related field, and
2. be a nationally certified school psychologist under the National School Psychologist Certification System established by the National Association of School Psychologists (NASP). (NASP Certification serves as the recommendation. A State-Approved Program Verification is not required.)

**SPEECH, LANGUAGE, OR HEARING ENDORSEMENTS:**

For speech, language, or hearing endorsement, the applicant must

1. Be recommended for the endorsement by the speech, language or hearing program that has been accredited by the
	1. National Council for Accreditation of Teacher Education (NCATE)
	2. National Association of State Directors of Teacher Education and Certification (NASDTEC),
	3. approved by the American Speech-Language-Hearing Association (ASHA), or
	4. approved by the state with jurisdiction over the program as meeting that state’s standards for the endorsement area on a comparable certificate;

**-AND-**

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

**-OR-**

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

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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 of 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 of 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 the item is included in your application packet.

If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.

Photocopied or faxed applications will not be accepted.

If you have previously submitted documents listed in the checklist below verify the documents are still on file by contacting the Teacher Education & Certification Office (tcwebmail@alaska.gov).

# INITIAL SPECIAL SERVICES CHECKLIST

**[ ]  Initial Special Services 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 in the previous six months.

-OR-

**Employment Verification**

If you are under contract in a certified position in an Alaska public school district. You may submit a letter from the employing school district office, a salary placement statement or a photocopy of your current, signed contract as verification. A pay stub **does not** count as employment verification.

**[ ]  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.

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**[ ]  State-Approved Program Verification Form**
Submit a Program Verification form prepared by a state-approved special services program offered by a regionally accredited institution. Photocopies, emails or faxes will not be accepted. [**Program Verification Form**](https://education.alaska.gov/TeacherCertification/forms/special-services-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/special-services-program-verification.docx).

**[ ]  Mandatory Trainings**You must have completed the four [Mandatory Trainings](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) within the five years prior to the date of application. Provide certificates of completion for the four required mandatory trainings if completed through the Department of Education and Early Development’s eLearning site.

-OR-

If the four mandatory trainings were provided by your school district, NOT through the Department of Education and Early Development’s eLearning site, the [Mandatory Training Record form](https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) (https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx)

**[ ]  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.

[ ]  **Notarization**A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. See end of this document.

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# IMPORTANT INFORMATION

**Initial two-year certificate holders:** Must complete 3 semester hours of approved Alaska studies coursework and 3 semester hours of approved Alaska multicultural coursework and 6 semester hours of recency credits to be eligible to apply for a Regular five-year Special Services certificate. If you do not satisfy these requirements, you will no longer be eligible to be employed as a special services provider in an Alaska public school when your initial special services certificate expires.

**Initial five-year certificate holders:** An Initial five-year special services certificate is renewable. To renew an Initial five-year special services certificate, applicants must meet the [Renewal Requirements](https://education.alaska.gov/teachercertification/renewal-reinstatement) (https://education.alaska.gov/teachercertification/renewal-reinstatement). If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible for employment as a Special Services provider in Alaska.

It is recommended 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.

# NOTARIZATION

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

I have read the ***IMPORTANT INFORMATION*** concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application.

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:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

# SUBMIT YOUR APPLICATION

Mail a single application packet with all of 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

**scanned or faxed application packets will not be accepted**