 Initial Teacher Certificate Extension Request Form

Teacher Certification - Alaska Department of Education and Early Development

# REQUIREMENTS

Initial Two-Year, Program Enrollment and Out-of-State Initial teacher certificates may be extended if the necessary requirements have been satisfied. To be eligible for the extension of an Initial teacher certificate, the documents described below must arrive at the Teacher Certificate Office on or before the Initial certificate’s expiration date.

The Initial Reemployment and the Second Initial teacher certificates are not eligible for a continuation request. Individuals holding these certificates must satisfy all requirements and apply for a Professional teacher certificate.

# PERSONAL INFORMATION

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

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:      State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

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.

# EXTENSION REQUIREMENTS

Indicate which of the following certificate extension and documents you are submitting or has been submitted to the Teacher certification office:

**Initial Out-of-State 1st Extension Requirement**

[ ] Original official score report of an approved [**Basic Competency Exam**](https://education.alaska.gov/TeacherCertification/praxis.html) (https://education.alaska.gov/teachercertification/praxis) (e.g. Praxis CORE, WEST-B, C-BEST, etc.).

**Initial Out-of-State 2nd Extension and Initial Two Year extension requirement**

[ ] Official transcripts showing the completion of an 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.

**Proof-of-Program Enrollment - 1st Extension Requirement**

[ ] Updated, official transcripts showing progress (or completion) in your program, and

[ ] Updated [Proof of Program Enrollment Form](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx)(https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) **OR**

[ ] [State Approved Program Verification form](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx), showing completion of program.

**Proof-of-Program Enrollment - 2nd Extension Requirement**

[ ] Updated official transcripts showing completion of your program,

[ ] State Approved Program Verification form showing completion of program.

[ ] Official transcripts showing the completion of an 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 the Alaska Studies and Alaska Multicultural requirements are not met, 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.

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# SIGNATURE

i certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature: Date:

**Notes:** If an item is missing or incomplete, your 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 complete packet. We recommend that you send your completed packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

# MAIL YOUR APPLICATION

The application and supporting documents must be mailed to the Teacher Certification office at the following address:

Department of Education and Early Development

Teacher Certification

PO Box 110500

Juneau, AK 99811-0500

Photocopies, scanned or faxed applications will not be accepted.

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:

Email: Teacher Certification (tcwebmail@alaska.gov)
Phone: (907) 465-2831 Fax: (907)465-2441
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)