 Non-Academic Credit Pre-Approval Form

For Participants of Institutes & Workshops

Teacher Certification - Alaska Department of Education and Early Development

# 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:

# ACTIVITY INFORMATION

Prior to the institute or workshop, the participants must complete the first two sections of this form. Once complete, please send the form to the Teacher Certification Office at the address below. Within approximately two (2) weeks, you will receive notice of the pre-approval or denial.

Title of Institute of Workshop:

Sponsoring Organization:       Estimated Contact Hours:

Location (City, Sate):       Inclusive Dates of Activity:

Purpose or objective of the Institute or Workshop (attach agenda)?

# PRE-APPROVAL

Yes  No  **The workshop described above has been pre-approved by the Teacher & Certification Office for Non-Academic Credit(s)**.

The activity described above has been pre-approved for       Non-Academic Credit(s).

Administrator Signature: Date:

If denied, reason for denial?

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Applicant Name:       Social Security Number:

# PARTICIPANT INFORMATION

After completion of the Institute or Workshop, if approved, the participant must:

**Non-Academic Credit Pre-approval Form**Submit a copy of the completed Non-Academic Credit Pre-approval Form, showing pre-approval by the Teacher Certification Office.

**Written Report**Submit a written report that summarizes the activity and reacts to a major idea presented at the institute or workshop. The report must clearly state the strengths, weaknesses, and educational value of the activity in relation to the participant’s teaching assignment.

**Fee Schedule & Online Payment Center**

The fee for each non-academic credit is $50. You may pay with a credit card via the EED Online Payment Center, or a cashier’s check or a money order payable to EED. **Personal checks will not be accepted.**

If paid for via the [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter). ([education.alaska.gov/TeacherCertification/PaymentCenter](https://education.alaska.gov/TeacherCertification/PaymentCenter)), include the DEED Payment receipt with your application.

# DEADLINE

Once complete, submit all supporting documentation to the Teacher Certification Office no later than:

Deadline:

# FINAL CREDIT APPROVAL

Yes  No  **Your participation at the workshop has been approved by the Teacher Certification Office for Non-Academic Credit(s).**

You have been granted       Non-Academic Credit(s).

Administrator Signature: Date:

# SUBMIT YOUR APPLICATION

The form and supporting documents can be mailed, [emailed](mailto:tcwebmail@alaska.gov) (tcwebmail@alaska.gov) or faxed to the Teacher Certification office:

Department of Education and Early Development

Teacher Certification

PO Box 110500

Juneau, AK 99811-0500

# CONTACT TEACHER CERTIFICATION

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

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