 Add/Remove Teacher Endorsement

Teacher Certification – Alaska Department of Education and Early Development

# PERSONAL INFORMATION

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the Teacher Certification Office. All name changes must be supported with a photocopy of the legal document verifying the change.

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:

# ADD/REMOVE ENDORSEMENT(S)

I am requesting an endorsement to be: [ ] Added [ ] Removed [ ] Grade Levels Changed

# ADDING AN ENDORSEMENT

An applicant may only add a teaching endorsement to the following types of Teacher certificates:

* Initial Two/Three Year teaching certificate
* Professional (5-year) teaching certificate
* Master (10-year) teaching certificate

List the requested endorsements, content or specialty area(s), and grade levels in the appropriate section(s) below. Each endorsement requested should only be noted in ONE of the four areas below, endorsements will only be granted based on Alaska’s endorsement requirements as noted in each section below. If you have questions about the requirements, email the Teacher Education & Certification Office (tcwebmail@alaska.gov) or call (907) 465-2831.

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## ENDORSEMENT PROGRAM COMPLETION

This method requires the completion of an approved teacher preparation program (university or alternative) and passing scores on the endorsement-related content area exam. If an endorsement is completed outside of Alaska, the applicant must be eligible to gain a comparable endorsement, including completing any required testing, for that state.

This is the only acceptable method to add an elementary, early childhood, reading, ESL/ELL or special education endorsement. It is also the only method to add or change grade levels on any existing endorsements.

**Checklist: [ ] State-Approved Program Verification form [ ] Content Exam Score Report [ ] Official Transcripts**

**Requested Endorsement Grade Levels State-Approved Program Content Area Exam**

**(University/State) (Vendor, Name, Exam #)**

## 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.

**Checklist: [ ] Content Exam Score Report**

**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.

**Checklist: [ ] Official Transcripts**

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

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## 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.

**Checklist: [ ] Official Transcripts** **[ ] CTE competency exam score report**

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

# REMOVING AN ENDORSEMENT

An endorsement cannot be removed if you are currently under contact with an Alaska Public School district in the assigned endorsement area being removed.

A Special Education endorsement may not be removed from a certificate holder's first Initial or first Professional teacher certificate during a school term in which the certificate holder is assigned to a position requiring a special education endorsement.

At the request of a certificate holder whose special education endorsement was removed, the endorsement shall be reinstated, without payment of a fee, if the certificate holder meets the endorsement requirements in effect at the time of the request for reinstatement.

**Requested Endorsement to be removed:**

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# FEE SCHEDULE

The cost to add and/or remove endorsements is $100.00.

You may pay with a credit card via the DEED Online Payment Center, cashier’s check, or money order (payable to DEED). Fees are non-refundable.Personal checks will not be accepted.

If payment is made through the Teacher Certification [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter) (https://education.alaska.gov/teachercertification/PaymentCenter) a copy of the payment receipt must be submitted with this form.

# CHECKLIST

**[ ] Completed/Signed Endorsement Application**

**[ ] Content Exam Score Report**

**[ ] Official Transcripts**

**[ ] Teacher Program Verification form**

[ ] **Payment Receipt/Money Order/Cashier’s Check**

# 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)