 Retired/Lifetime Certificate

Teacher Certification – Alaska Department of Education and Early Development

# REQUIREMENTS

In order to qualify for the Retired / Lifetime certificate, you need to:

* Retire from a certified Alaska teaching position and be eligible for benefits under Alaska’s Teachers’ Retirement System (TRS).
* Possess a valid Alaska Teaching, Administrative, or Special Services certificate at the time of your retirement.
* Have at least three years of work experience in at least one endorsement area.
* Complete the four Mandatory Trainings within the previous five years. More information is available on the [Mandatory Training](file:///C:\Users\mbodell\AppData\Local\Temp\Mandatory%20Training%20page) page (https://education.alaska.gov/TeacherCertification/mandatorytraining.html) of the Teacher Certification website.

# 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:

# BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering “yes” or “no” to the questions as they apply to you. If the answer to any of these questions is “yes,” provide a written, detailed explanation of the incident and sign it. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence. It is not necessary to provide a written explanation of a minor traffic violation.

1. Have you been convicted for a violation of criminal law, except for minor traffic violations?   
   Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI). Yes  No
2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you?   
   This would include any state, province, territory, and/or country. Yes  No
3. Is there action pending to revoke or suspend a certificate issued to you by another jurisdiction?   
   If “yes,” list the agency, including contact information as well as the purpose of the investigation or inquiry. Yes  No
4. Have you ever had any adverse action taken on any certificate or license by another jurisdiction?   
   Adverse action includes letters of warning, reprimands, suspensions, revocations, surrenders, or voidance. Yes  No
5. Have you ever been investigated by another certification agency for allegations of misconduct?   
   If “yes,” list the agency, including contact information as well as the purpose of the investigation or inquiry. Yes  No
6. Have you ever been denied certification?   
   This would include any state, province, territory, and/or country. Yes  No

If you answered “yes” to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.

 Retired/Lifetime Certificate

Teacher Certification – Alaska Department of Education and Early Development

# IMPORTANT NOTES

You must be able to answer “YES” to the following important notes to qualify for this certificate:

Yes  No  I held a current Alaska certificate at the time I retired

Yes  No  I am eligible for TRS benefits in Alaska

Yes  No  I understand that the Retired Certificate qualifies me to substitute teach for a teacher who district authorities know will be absent for no more than 120 days while school is in session. I also understand the Retired certificate does NOT qualify me to be assigned as a full-time, certified employee in a public school district.

Yes  No  I understand once I am issued the Retired Certificate, I will no longer hold other Alaska certificates (Initial, Professional, Master, Type B or Type C)

# CERTIFICATE/RETIREMENT INFORMATION

Please indicate your Retirement Date:

Please indicate the type(s) of Alaska Certificate (s) held at the time of retirement:

Teaching Certificate Administrative (Type B) Certificate Special Services (Type C) Certificate

# MANDATORY TRAININGS

You must have completed the four mandatory trainings within the five years prior to the date of application.

1. Please indicate if the training was completed through the Department of Education and Early Development (DEED), or through an alternate training offered by your school district.
   1. The Mandatory Training Record Form must be submitted in place of certificates from your school district.
2. Please indicate the date that the training was completed.

Mandatory Trainings DEED District Date of Completion

Sexual abuse awareness and prevention (AS 14.30.355)

Suicide awareness and prevention (AS 14.30.362)

Alcohol or drug related disabilities (AS 14.20.680)

Dating violence awareness and prevention (AS 14.30.356)

# FINGERPRINT CARD/PREVIOUS CLEARANCE ON FILE

You are required to submit 1 FBI Applicant Fingerprint card (form FD-258) with your application OR already have a fingerprint clearance through the Department of Education & Early Development on file. Having submitted fingerprints to a school district for employment purposes will not exempt the applicant from submitting them for the Retired (Lifetime) Certificate. Please email [Teacher Certification](mailto:Teacher%20Certification) (tcwebmail@alaska.gov) to inquire about your fingerprinting status. If you cannot obtain a fingerprint card locally, email Teacher Certification your mailing address and request a fingerprint card to be mailed to you.

# FEE SCHEDULE

The Retired/Lifetime Certificate fee is $240. The Background check processing fee is $60. If you are required to submit a fingerprint card with your application, the total fee will be $300. 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 a copy of the payment receipt must be submitted with this form. [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter) (https://education.alaska.gov/teachercertification/PaymentCenter)

 Retired/Lifetime Certificate

Teacher Certification – Alaska Department of Education and Early Development

# CHECKLIST

**Completed Retired/Lifetime Application**

**Fingerprint card/Prior Clearance on file**

**Mandatory Trainings (Certificates of completion or Mandatory Training Record)**

**Payment: Online 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](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)

 Standard Certification Application

Teacher Certification - Alaska Department of Education and Early Development

# FINGERPRINT CARD AND CRIMINAL HISTORY REPORT

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application per AS 14.20.020. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification.

The Teacher Education & Certification Office cannot accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) per AS 12.62.160(a) (5) and the Federal Bureau of Investigation (FBI)

If you believe there is an error on your criminal history record, you have the right to challenge your criminal history record per 13 AAC 68.305 (State of Alaska) and 28 CFR 16.30 through 16.34 (Federal). The Teacher Education & Certification official deciding on your suitability for certification from the Teacher Education & Certification Office will give you the opportunity to challenge the accuracy of the information in your criminal history (or decline to do so) before deciding on your suitability. If you determine you will challenge the accuracy of your criminal history, the Teacher Education & Certification Office will give you 60 daysto complete a challenge of your criminal history record. To challenge your criminal history record, you must contact the agency which submitted the information, as directed under 28 CFR 16.30 through 16.34 and Alaska Regulation 13 AAC 68.300. To challenge the accuracy of Alaska criminal history records, you can contact the Department of Public Safety at: 907-269-5527, by [email](mailto:dps.criminal.records@alaska.gov) ([dps.criminal.records@alaska.gov](mailto:dps.criminal.records@alaska.gov)), or visit their [website](https://dps.alaska.gov/Statewide/R-I/Background/Home) (https://dps.alaska.gov/Statewide/R-I/Background/Home).

If you cannot obtain a fingerprint card locally, email the [Teacher Education & Certification](mailto:tcwebmail@alaska.gov) office (tcwebmail@alaska.gov) to request a card be sent to you via U.S.P.S. Find more information and instructions concerning fingerprint card requirements on the [teacher certification webpage](https://education.alaska.gov/TeacherCertification/fingerprints.html) (education.alaska.gov/TeacherCertification/fingerprints.html).

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

# PRIVACY STATEMENT

Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.