



**STATE OF ALABAMA
DEPARTMENT OF EDUCATION
TEACHER CERTIFICATION SECTION
OFFICE OF TEACHING AND LEADING
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334) 353-8567 E-mail: tcert@alsde.edu**

This section must be completed by the employing Alabama school system or nonpublic school.

School System Code: _____

Nonpublic
School Code: _____

Application for the Preliminary Certificate

Request for a **Second** Preliminary Certificate for the Scholastic Year **2012-2013**

A complete Preliminary Certificate application packet must be received in the Teacher Certification Section of the Office of Teaching and Leading by **October 1, 2012**. **This application is to be completed for individuals seeking a second Preliminary Certificate and submitted by the employing county/city superintendent or administrator of an eligible nonpublic school directly to the Teacher Certification Section of the Office of Teaching and Leading. Application forms and supporting documents are not accepted by fax or e-mail.**

A **\$30.00 nonrefundable** application fee is required for issuance of a certificate. Payment may be submitted in the form of a **cashier's check or money order** made payable to the Alabama Department of Education. Application fees may also be paid through the Alabama Department of Education Teacher Certification Online Payment System, with a major credit card, at www.alabamainteractive.org/education. A \$4.00 transaction fee will be applied. A copy of the receipt verifying the confirmation number and fee(s) paid online must be included with the application packet.

Applicants for initial certification, additional certification, upgrades, and renewals who have not been cleared by both the Alabama Bureau of Investigation (ABI) and Federal Bureau of Investigation (FBI) through the Teacher Certification Section of the Office of Teaching and Leading are required to be fingerprinted for a criminal history background check through the ABI and FBI. Instructions regarding the fingerprinting process through Cogent Systems may be obtained at www.cogentid.com/AL or by calling (866) 989-9316 (toll free).

I. PERSONAL DATA (TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM):

Applicant:

Title (e.g., Mr., Mrs.) _____ First _____ Middle _____ Maiden _____ Last Name _____ Suffix (e.g., Jr., Sr.) _____

Mailing Address:

Street/Apt./P.O. Box/Route and Box _____ City _____ State _____ ZIP Code _____

E-mail address:

_____ Social Security Number

_____ Date of Birth (month/day/year)

() _____ Home Telephone

() _____ Work Telephone

() _____ Cell Telephone

FOR STATISTICAL PURPOSES ONLY	
Ethnic Origin (Choose one)	____ (01) Hispanic Latino ____ (02) Not Hispanic Latino
Race (Choose one or more, regardless of Ethnicity)	____ (01) White ____ (02) Black or African American ____ (04) American Indian or Alaska Native ____ (05) Asian ____ (08) Native Hawaiian or Other Pacific Islander
Gender (Choose one)	____ (F) Female ____ (M) Male

II. RECORD OF EDUCATION (Attach an additional sheet if needed):

NAME OF COLLEGE OR UNIVERSITY	LOCATION	DATES ATTENDED	DEGREE AND MAJOR

III. EDUCATIONAL EXPERIENCE

(Do not include student teaching, substitute, or teacher aide experience. If none, enter the word "NONE" below. List your most recent experience first and attach an additional sheet if needed.)

DATES		NAME AND LOCATION OF SCHOOL/SCHOOL SYSTEM	GRADE(S) AND SUBJECT(S) TAUGHT OR INSTRUCTIONAL SUPPORT POSITION (e.g., counselor, principal) HELD
Beginning Month/Year	Ending Month/Year		

IV. RECORD OF LAST ALABAMA TEACHER'S CERTIFICATE(S) ISSUED (If none, enter the word "NONE" below.)

NAME(S) OF CERTIFICATE(S)	VALID PERIOD	NAME IN WHICH CERTIFICATE WAS ISSUED

V. RECORD OF CERTIFICATE(S), INCLUDING ALTERNATIVE CERTIFICATES, ISSUED IN OTHER STATES

(List ALL certificates issued by each state. Attach an additional sheet if needed. If none, enter the word "NONE" below.)

NAME OF STATE(S)	NAME(S) OF CERTIFICATE(S) (e.g., Standard, Alternative, Provisional)	AREA(S) OF CERTIFICATE(S) (e.g., elementary education, counselor)	VALID PERIOD (m/d/yy-m/d/yy)

Name: _____

Social Security Number: _____ - _____ - _____

VI. RECOMMENDATION TO BE COMPLETED BY THE EMPLOYING COUNTY/CITY SUPERINTENDENT OR ADMINISTRATOR OF AN ELIGIBLE NONPUBLIC SCHOOL:

I recommend this applicant for the **second** Preliminary Certificate in the area of _____ for grades P-12.
(School Counseling, Library-Media, Speech or Language Impairment)

Note: School systems/nonpublic schools who desire to request the second Preliminary Certificate for an applicant whose first Preliminary Certificate was held prior to or during the 2005-2006 scholastic year will need to contact the Teacher Certification Section of the Office of Teaching and Leading to see if current requirements of the Alabama Prospective Teacher Testing Program (APTP) have been met by the necessary date.

Note the following:

1. An individual who has held an alternative-approach certificate in Alabama, another state(s), the District of Columbia, a U. S. Territory, or the Department of Defense Education Activity (DoDEA) may not be eligible for a subsequent Preliminary Certificate.
2. A first Preliminary Certificate issued with a valid period beginning prior to July 1, 2008, had a valid period of **two** scholastic years. A first Preliminary Certificate issued with a valid period beginning July 1, 2008, or thereafter, has a valid period of **one** scholastic year (July 1 to June 30).
3. An individual who was issued a first Preliminary Certificate beginning July 1, 2011, and thereafter must complete the Preliminary Certificate Approach within the four scholastic years from the July 1 beginning date of the first Preliminary Certificate.
4. A request for a second Preliminary Certificate in Speech and Language Impaired/ Speech or Language Impairment at the bachelor's degree level will not be considered. Such an applicant should be reviewed for eligibility for the Level I Speech-Language Pathology Assistant Certificate.
5. If a third Preliminary Certificate valid for **one** scholastic year is sought, the applicant must have held the first Preliminary Certificate valid for **one** scholastic year and the second Preliminary Certificate valid for **one** scholastic year as specified within this document .

My local board of education is willing to participate in the Preliminary Certificate Approach and has authorized me to employ, as a full-time employee, the individual named above, subject to the issuance of a valid alternative certificate. I understand that the Preliminary Certificate will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the Preliminary Certificate Approach.

I have checked the 2012-2013 Subject and Personnel Codes on the Departmental Web site, www.alsde.edu under both Special Links and the Accountability Web Portal to ensure that the applicant is properly certified for each period/block of the day. I understand that the applicant **must be employed full-time and his/her assignments must be in the area and at the grade level for which the Preliminary Certificate I am requesting is proper certification.** (The applicant may be assigned for no more than one period/block of the day in any area for which proper certification is listed in the 2012-2013 Subject and Personnel Codes as "Any Certificate.") An applicant who holds a valid Preliminary Certificate and a valid Alabama Professional Educator Certificate or Professional Leadership Certificate must be assigned to the area and grade level of the Preliminary Certificate for at least the majority of the day.

I have given a photocopy of this form, reflecting signatures, to the applicant.

LEA/nonpublic school representative's initials _____ Applicant's initials to verify that he/she has read and received a copy of this form _____

I understand that failure to assign the applicant properly may result in the applicant no longer being eligible to pursue a Professional Educator Certificate through the Preliminary Certificate Approach.

I understand that failure to assign the applicant properly will result in an out-of-field penalty assessment for the employing public school system.

Signature of County/City Superintendent or Eligible Nonpublic School Administrator	School System/Eligible Nonpublic School
Typed or Printed Name	Mailing Address
Telephone Number	City
Date	State
	ZIP Code

VII. THE FOLLOWING DOCUMENTATION IS ENCLOSED:

- A. Second PRE:** If the first Preliminary Certificate was held **during** the **2011-2012** scholastic year, the requirements for issuance of the **second** Preliminary Certificate, valid July 1, 2012 to June 30, 2013, are:
- 1. Supplement(s) EXP verifying at least one full semester (4.5 months) of full-time experience in the area and at the grade level for which the first Preliminary Certificate was issued while holding the first Preliminary Certificate during the 2011-2012 scholastic year. (The applicant may have been assigned for no more than one period/block of the day in any area for which proper certification was listed in the 2011-2012 Subject and Personnel Codes as "Any Certificate.")
 - 2. Supplement IMG verifying citizenship or national status.
 - 3. Proper assignment each period/block of the day according to the 2012-2013 Subject and Personnel Codes. **The applicant may be assigned to no more than one period/block of the day in any area for which proper certification is listed in the 2012-2013 Subject and Personnel Codes as "Any Certificate."**
 - 4. An assigned mentor who holds a valid Alabama Professional Educator Certificate **in the teaching field or area of instructional support of the applicant** and has had at least three full years of full-time educational experience.
 - 5. **Applicant's signature** to verify that he/she has thoroughly read **items VII. D. and VIII.:** _____.
- B. Second PRE:** If the first Preliminary Certificate, valid for **one** year, was held **during** the **2008-2009**, **2009-2010**, or **2010-2011** scholastic year, the requirements for issuance of the **second** Preliminary Certificate, valid July 1, 2012 to June 30, 2013, are:
- 1. Supplement(s) EXP verifying full-time experience in the area and at the grade level for which the first Preliminary Certificate was issued while holding the first Preliminary Certificate valid for **one** scholastic year. (The applicant may have been assigned for no more than one period/block of the day in any area for which proper certification was listed in the Subject and Personnel Codes as "Any Certificate.")
 - 2. Supplement IMG verifying citizenship or national status.
 - 3. Proper assignment each period/block of the day according to the 2012-2013 Subject and Personnel Codes. **The applicant may be assigned to no more than one period/block of the day in any area for which proper certification is listed in the 2012-2013 Subject and Personnel Codes as "Any Certificate."**

Name: _____

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VII.B. CONTINUED

4. An assigned mentor who holds a valid Alabama Professional Educator Certificate **in the teaching field or area of instructional support of the applicant** and has had at least three full years of full-time educational experience.
5. Successful completion of the requirements of the Alabama Prospective Teacher Testing Program (APTTP):
- a. **Applicants whose first Preliminary Certificate was held during the 2010-2011 scholastic year:**
- i. Official verification of **passing** scores on the basic skills assessments in Applied Mathematics, Reading for Information, and Writing which must have been attained **on a test administration date prior to May 1, 2011**. *An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is not subject to the APTTP basic skills assessments; AND*
- ii. Official verification of a **current** passing score on the prescribed Praxis II subject assessment which must have been attained **on a test administration date prior to May 1, 2011**.
- b. **Applicants whose first Preliminary Certificate was held during the 2009-2010 scholastic year:**
- i. Official verification of **passing** scores on the basic skills assessments in Applied Mathematics, Reading for Information, and Writing which must have been attained **on or prior to March 6, 2010**. *An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is not subject to the APTTP basic skills assessments; AND*
- ii. Official verification of a **current** passing score on the prescribed Praxis II subject assessment which must have been attained **on or prior to April 24, 2010**.
- c. **Applicants whose first Preliminary Certificate, valid for one year, was held during the 2008-2009 scholastic year:**
- i. Official verification of **passing** scores on the basic skills assessments in Applied Mathematics, Reading for Information, and Writing which must have been attained **on or prior to March 7, 2009**. *An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is not subject to the APTTP basic skills assessments; AND*
- ii. Official verification of a **current** passing score on the prescribed Praxis II subject assessment which must have been attained **on or prior to April 25, 2009**.
- NOTE:** A Praxis II subject assessment is not currently available for the area of Speech or Language Impairment. This requirement becomes effective when a subject assessment for speech or language impairment is adopted.
6. **Applicant's signature** to verify that he/she has thoroughly read **items VII. E. and VIII.:** _____

- C. **Second PRE:** If the first Preliminary Certificate was valid for **two** scholastic years, the requirements for issuance of the **second** Preliminary Certificate, valid July 1, 2012 to June 30, 2013, are:

NOTE: Two years (18 months) of full-time experience, in the area and at the grade level for which the Preliminary Certificate was requested, is required for issuance of the Professional Educator Certificate. This certificate may be requested **only** if the required two years (18 months) of full-time experience was not completed while holding the first Preliminary Certificate valid for **two** years.

NOTE: An individual issued a first Preliminary Certificate with a valid period beginning prior to July 1, 2008, valid for **two** scholastic years will **NOT** be eligible for a third Preliminary Certificate.

1. Supplement(s) EXP verifying completion of at least one year (9 months) of the required two years of full-time experience while holding the first Preliminary Certificate valid for **two** scholastic years. (The applicant may have been assigned for no more than one period/block of the day in any area for which proper certification was listed in the *Subject and Personnel Codes* as "Any Certificate.")

NOTE: Issuance of the second Preliminary Certificate will require that the applicant be able to complete the additional required experience within the one year valid period of the second Preliminary Certificate.

2. Supplement IMG verifying citizenship or national status.
3. Proper assignment each period/block of the day according to the 2012-2013 *Subject and Personnel Codes*. **The applicant may be assigned to no more than one period/block of the day in any area for which proper certification is listed in the 2012-2013 *Subject and Personnel Codes* as "Any Certificate."**
4. An assigned mentor who holds a valid Alabama Professional Educator Certificate **in the teaching field or area of instructional support of the applicant** and has had at least three full years of full-time educational experience.
5. Successful completion of the requirements of the Alabama Prospective Teacher Testing Program (APTTP):
- a. **Applicants whose first Preliminary Certificate was held July 1, 2007 to June 30, 2009:**
- i. Official verification of **passing** scores on the basic skills assessments in Applied Mathematics, Reading for Information, and Writing which must have been attained **no later than the May 16, 2009, test administration date**. Information about the basic skills assessments may be found at www.act.org/alabamapttp. *An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is not subject to the APTTP basic skills assessments; AND*
- ii. Official verification of a **current** passing score on the prescribed Praxis II subject assessment which must have been attained **no later than the June 13, 2009, test administration date**. Information about the Praxis II subject assessments may be found at <http://www.ets.org/praxis/al>.
- b. **Applicants whose first Preliminary Certificate was held July 1, 2006 to June 30, 2008:**
- i. Official verification of **passing** scores on the basic skills assessments in Applied Mathematics, Reading for Information, and Writing which must have been attained **no later than the May 17, 2008, test administration date**. Information about the basic skills assessments may be found at www.act.org/alabamapttp. *An applicant who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate is not subject to the APTTP basic skills assessments; AND*
- ii. Official verification of a **current** passing score on the prescribed Praxis II subject assessment which must have been attained **no later than the June 14, 2008, test administration date**. Information about the Praxis II subject assessments may be found at <http://www.ets.org/praxis/al>.

Name: _____

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VII.C. CONTINUED

- c. Applicants whose first Preliminary Certificate was held prior to or during the 2005-2006 scholastic year:
- i. Written correspondence from the Teacher Certification Section verifying that current testing requirements have been met by the necessary date.

NOTE: A Praxis II subject assessment is not currently available for the area of Speech or Language Impairment. This requirement becomes effective when a subject assessment for speech or language impairment is adopted.

6. Applicant's signature to verify that he/she has thoroughly read **item VIII.**: _____.

D. Third PRE: If the first Preliminary Certificate was held **during** the **2011-2012** scholastic year and the second Preliminary Certificate was held during the **2012-2013 or 2013-2014** scholastic year, the requirements for issuance of the **third** Preliminary Certificate valid July 1, 2013 to June 30, 2014 or valid July 1, 2014 to June 30, 2015 are:

NOTE: Two years (four full semesters) of full-time experience, in the area and at the grade level for which the Preliminary Certificates were requested, is required for issuance of the Professional Educator Certificate. This certificate may be requested **only** if the required two years (four full semesters) of full-time experience was not completed while holding the first and second Preliminary Certificates each valid for **one** year.

1. Supplement(s) EXP verifying completion of at least one year (two full semesters) of the required two years of full-time experience while holding the first and second Preliminary Certificates. (The applicant may have been assigned for no more than one period/block of the day in any area for which proper certification was listed in the *Subject and Personnel Codes* as "Any Certificate.")

NOTE: Issuance of the third Preliminary Certificate will require that the applicant be able to complete the additional required experience within the one year valid period of the third Preliminary Certificate.

2. Proper assignment each period/block of the day according to the *Subject and Personnel Codes*. **The applicant may be assigned to no more than one period/block of the day in the area for which proper certification is listed in the *Subject and Personnel Codes* as "Any Certificate."**
3. An assigned mentor who holds a valid Alabama Professional Educator Certificate **in the teaching field or area of instructional support of the applicant** and has had at least three full years of full-time educational experience.

E. Third PRE: If the first Preliminary Certificate, valid for **one** year, was held **during** the **2008-2009, 2009-2010, or 2010-2011** scholastic year and the second Preliminary Certificate was held during the **2012-2013** scholastic year, the requirements for issuance of the **third** Preliminary Certificate are:

NOTE: Two years (18 months) of full-time experience, in the area and at the grade level for which the Preliminary Certificates were requested, is required for issuance of the Professional Educator Certificate. This certificate may be requested **only** if the required two years (18 months) of full-time experience was not completed while holding the first and second Preliminary Certificates each valid for **one** year.

1. Supplement(s) EXP verifying completion of at least one year (9 months) of the required two years of full-time experience while holding the first and second Preliminary Certificates. (The applicant may have been assigned for no more than one period/block of the day in any area for which proper certification was listed in the *Subject and Personnel Codes* as "Any Certificate.")

NOTE: Issuance of the third Preliminary Certificate will require that the applicant be able to complete the additional required experience within the one year valid period of the third Preliminary Certificate.

2. Proper assignment each period/block of the day according to the *Subject and Personnel Codes*. **The applicant may be assigned to no more than one period/block of the day in the area for which proper certification is listed in the *Subject and Personnel Codes* as "Any Certificate."**
3. An assigned mentor who holds a valid Alabama Professional Educator Certificate **in the teaching field or area of instructional support of the applicant** and has had at least three full years of full-time educational experience.

VIII. TO BE COMPLETED BY THE APPLICANT:

As an applicant through the Preliminary Certificate Approach to certification, I understand that:

- Meeting requirements of the Preliminary Certificate Approach leads to a Professional Educator Certificate in the area, at the grade level, and at the degree level of the Preliminary Certificates held.
- If my first Preliminary Certificate was held during the 2011-2012 scholastic year, the first and second Preliminary Certificates (and if applicable, the third Preliminary Certificate) must be held within the four scholastic years from the July 1 beginning date of the first Preliminary Certificate.
- If my first Preliminary Certificate was held **during** the 2011-2012 scholastic year, for issuance of the Professional Educator Certificate, I must complete two years (four full semesters) of full-time educational experience (which must have been a full-time assignment each year/semester in the area and at the grade level for which the Preliminary Certificates were issued and were proper certification) while holding the Preliminary Certificates. Employment in increments of less than one semester (4.5 months) will not be considered.
- If my first Preliminary Certificate was held **prior to** the 2011-2012 scholastic year, for issuance of the Professional Educator Certificate, I must complete two years (18 months) of full-time educational experience (which must have been a full-time assignment each year/semester in the area and at the grade level for which the Preliminary Certificates were issued and were proper certification) while holding the Preliminary Certificates.
- The third Preliminary Certificate will only be available to individuals issued a first Preliminary Certificate, valid for **one** scholastic year and a second Preliminary Certificate, valid for **one** scholastic year.
- I must verify a current passing score attained on the prescribed Praxis II subject assessment of the Alabama Prospective Teacher Testing Program (APTP). This requirement becomes effective upon adoption by the Alabama State Board of Education of **an increased minimum passing score on an existing prescribed subject assessment**. If there is an increase in the minimum passing score on a subject assessment and it is required for issuance of my subsequent alternative certificate or my Professional Educator Certificate, I must attain the newly adopted score. The date by which these requirements must be met will be prescribed by the Alabama Department of Education. **Applicant's Initials** _____
- If **any newly prescribed Praxis assessment(s)** is adopted and is required for issuance of my subsequent alternative certificate or my Professional Educator Certificate, I must attain the minimum required score of the newly prescribed assessment(s). The date by which this requirement must be met will be prescribed by the Alabama Department of Education. **Applicant's Initials** _____
- The application for a subsequent Preliminary Certificate must be received in the Teacher Certification Section of the Office of Teaching and Leading no later than **October 1** of the scholastic year for which the certificate is requested.
- I must make application for the issuance of the **Professional Educator Certificate** and the application must be received in the Teacher Certification Section of the Office of Teaching and Leading no later than **October 1** of the calendar year the second (or third) Preliminary Certificate expires.

(continued on page five)

Name: _____

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VIII. CONTINUED

- If I held the first and second Preliminary Certificates (and if applicable, the third Preliminary Certificate) and have not completed requirements for the Professional Educator Certificate in the area and at the grade level of the Preliminary Certificates no later than the expiration date of the second Preliminary Certificate (and if applicable, the third Preliminary Certificate) I shall no longer be eligible for employment under a Preliminary Certificate or any other alternative certificate approach.
- I may not be employed for more than three scholastic years while holding an Alternative Baccalaureate-Level Certificate, a Career and Technical Alternative Baccalaureate-Level Certificate, a Special Alternative Certificate, a Preliminary Certificate, a Preliminary Certificate Through Exception, an alternative-approach certificate issued by another state, the District of Columbia, a U.S. Territory, the Department of Defense Education Activity (DoDEA), or any combination thereof.

As an applicant through the Preliminary Certificate Approach, I have thoroughly read this application form and I understand what is required of me to obtain the subsequent Preliminary Certificate(s) and the Professional Educator Certificate through this approach.

_____ Date _____ Signature of Applicant

IX. TO BE COMPLETED BY THE APPLICANT:

CHECK YES OR NO FOR EACH QUESTION BELOW. "YES" responses require an attached explanation and any additional supporting documentation (e.g., court certified copies of judgment, conviction, and sentencing).

READ CAREFULLY

- Yes No Have you ever had any adverse action (e.g., warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency **other than the Alabama Department of Education**?
- Yes No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **other than the Alabama Department of Education**?
- Yes No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Yes No Have you ever resigned from a position rather than face disciplinary action?
- Yes No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
- Yes No Are you the subject of a pending investigation involving a criminal act?

I understand that I must meet all Alabama certification requirements in effect on the date the application and fee are received in the Teacher Certification Section of the Office of Teaching and Leading and that it is my responsibility to keep all personal data on file in the Teacher Certification Section of the Office of Teaching and Leading current. I certify that all information pertaining to this application form is true and correct.

FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NONISSUANCE OF YOUR CERTIFICATE.

_____ Date _____ Signature of Applicant