



STATE OF ALABAMA
DEPARTMENT OF EDUCATION
TEACHER EDUCATION AND CERTIFICATION OFFICE
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REQUIREMENTS FOR THE RENEWAL OF PROFESSIONAL EDUCATOR CERTIFICATES

Application Procedures

To apply for the renewal of a professional educator certificate, all applicants must submit a complete application packet as directed on Form APP, Application for Alabama Certification. Educational experience must be verified on Supplement EXP and/or EXP/PT, and CEUs must be verified as indicated on Form APP. Both forms are available from the Teacher Education and Certification Office, online at www.alsde.edu, the offices of local superintendents or headmasters, and the teacher certification office of the Alabama institutions with state-approved programs. Individuals applying credit hours toward the renewal of their certificate(s) must submit official transcript(s) with Form APP. Official transcripts must be provided by the colleges or universities to the individual in a sealed envelope and submitted to the Teacher Education and Certification Office with the seal unbroken. College credits submitted for the original issuance of the certificate for which renewal is sought remain on file and should not be resubmitted. National Board for Professional Teaching Standards Certification must be verified by submission of a photocopy of the certificate.

A nonrefundable \$20.00 application fee is required for the renewal of certificates. **No personal checks will be accepted.** The fee may be paid by cashier's check or money order made payable to the Alabama Department of Education or through the Alabama Teacher Certification Online Payment System, with Visa or MasterCard only, at www.alabamainteractive.org/education (a transaction fee will be applied). The cashier's check, money order, or verification of the transaction identification number for the online payment must accompany the application.

Professional educator certificates may be renewed through continuation or reinstatement as follows:

1. Continuation

- a. To continue a certificate is to update it without allowing it to lapse by meeting requirements prior to September 1 of the year of its expiration. The application to continue a certificate must be received in the Teacher Education and Certification Office between January 1 and December 31 of the calendar year of its expiration; otherwise, the certificate(s) must be reinstated.
- b. Professional educator certificates may be continued with verification of:
 - (1) 3 full years (27 months) of full-time satisfactory educational experience and 5 allowable Continuing Education Units (CEUs), which equate to 50 clock hours of professional development (See reverse side); OR
 - (2) 3 full years (27 months) of full-time satisfactory educational experience and 3 semester/4 quarter hours of allowable credit (See reverse side); OR
 - (3) 5 allowable CEUs and 3 semester/4 quarter hours of allowable credit; OR
 - (4) 6 semester/9 quarter hours of allowable credit; OR
 - (5) Initial issuance of National Board for Professional Teaching Standards (NBPTS) certification.
- c. Special provision for some retired teachers. An individual who retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in an Alabama public school system and who had at least 25 full years of satisfactory educational experience and a valid Alabama Professional Educator Certificate at the time of retirement may continue the professional educator certificate(s) by documenting at least 10 allowable CEUs, which equate to 100 clock hours of professional development, in lieu of the options indicated in 1.b.(1) through (5) above. Supplement RTD must be submitted with the application packet.
- d. All educational experience, CEUs, credit hours, and NBPTS certification applied toward the continuation of a certificate must be completed during the valid period of the expiring certificate and prior to September 1 of the year of expiration of the certificate.
- e. Professional educator certificates will not be continued prior to the calendar year of their expiration.
- f. Professional educator certificates shall be valid for five years.
- g. See Fingerprint and Testing Requirements on the reverse side.

2. Reinstatement

- a. To reinstate a lapsed certificate is to validate it by meeting requirements on or after September 1 of the year of its expiration.
- b. Expired certificates may be reinstated, except those designated as not eligible for reinstatement in the current issue of the Department's Subject and Personnel Codes:
 - (1) With verification of 9 semester/14 quarter hours of allowable credit earned within five years (60 months) prior to the July 1 beginning date of the reinstated certificate. A maximum of 5 allowable CEUs, which equate to 3 semester/4 quarter hours, may be applied to this requirement. See (3) below for special provision for some retired teachers; OR
 - (2) If, within the ten years immediately preceding the submission date of the renewal application, the individual verifies having met the continuation requirements as previously listed for each of the two five-year periods.
 - (3) Special provision for some retired teachers. An individual who retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in an Alabama public school system and who had at least 25 full years of satisfactory educational experience and a valid Alabama Professional Educator Certificate at the time of retirement may reinstate the professional educator certificate(s) by documenting at least 15 allowable CEUs, which equate to 150 clock hours of professional development, earned within five years (60 months) prior to the July 1 beginning date of the reinstated certificate, in lieu of option 2.b.(1) above. Supplement RTD must be submitted with the application packet.

(see next page)

- c. Professional educator certificates shall be reinstated for a valid period of five years.
- d. See Fingerprint and Testing Requirements below.

Nonrenewable Certificates

All professional educator certificates designated as nonrenewable when they were issued based on rules in effect prior to July 1, 1997, shall become renewable and shall bear a valid period of 5 years when they are continued or reinstated.

Allowable Credits and Continuing Education Units

1. Semester or quarter hours of credit submitted for renewal shall be:
 - a. Earned through regionally accredited senior institutions with state-approved teacher education programs, and must be part of one of those programs;
 - b. Earned in the upper division (junior or senior level) or on the graduate level for renewal of bachelor's level certification and on the graduate level for renewal of master's or sixth-year level certification;
 - c. Completed in teaching field coursework, professional education coursework, or coursework applicable toward meeting requirements for additional certification;
 - d. Earned prior to September 1 of the year for which the certificate's new valid period is to become effective;
 - e. Limited to course credit in which a grade of C or above has been earned for bachelor's level certification and a grade of B or above has been earned for master's or sixth-year level certification; and
 - f. Verified on official transcript(s). See **Application Procedures** on reverse side.
2. Continuing Education Units submitted for renewal shall be:
 - a. Based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals and evaluation of the activity;
 - b. Earned prior to September 1 of the year for which the certificate's new valid period is to become effective; and
 - c. Verified on Supplement EXP and/or EXP/PT for CEUs earned through Alabama school systems, OR by photocopies of completion certificates for CEUs earned while not employed with a school system, OR official transcripts or certificates of completion for any CEUs earned through a college or university, OR for CEUs earned through school systems outside of Alabama, either photocopies of completion certificates or official documentation authorized by the school system or state education agency, OR with Supplement RTD for CEUs earned under the special provision for some retired teachers.

Educational Experience

Educational experience is teaching experience and instructional support experience in full-time educational work in (a) any state or local public school, regionally accredited postsecondary school, educational agency, or educational association; (b) an accredited, state registered, state-approved, and/or church-related nonpublic school; and (c) rehabilitation facilities for students in grades P-12. Educational experience as an intern, graduate assistant, student teacher or in positions such as substitute teacher, aide, or clerical worker, will not be considered appropriate. Educational experience must be verified on Supplement EXP and/or EXP/PT.

National Board for Professional Teaching Standards (NBPTS) Certification

The NBPTS certificate must have been initially issued during the valid period of the certificate(s). A renewed NBPTS certificate will not meet the requirement. The NBPTS certificate must be verified by submission of a photocopy of the certificate.

Fingerprint Requirements

New applicants as well as applicants for additional certification, upgrades, and renewals who have not been cleared by the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) through this office, must submit two fingerprint cards, a Release Form, a Background Review Consent Form, and a separate \$49 nonrefundable fingerprint fee. The fee may be paid by cashier's check or money order made payable to the Alabama Department of Education or through the Alabama Teacher Certification Online Payment System, with Visa or MasterCard only, at www.alabamainteractive.org/education (a transaction fee will be applied).

Testing Requirement

Applicants for the reinstatement of professional educator certificates that have lapsed for more than six months from their expiration date must successfully complete the requirements of the basic skills assessments (Applied Mathematics, Reading for Information, and Writing) and the appropriate Alabama-approved Praxis II subject assessments of the Alabama Prospective Teacher Testing Program (APTTP). Applicants who apply on or after April 14, 2006, will be required to have passed the basic skills assessments and passed the appropriate subject assessment(s) of the APTTP. An applicant who was required to pass the Alabama Basic Skills Test for admission to the Alabama state-approved teacher education program for which the certificate to be reinstated was issued is exempt from the APTTP basic skills assessments. An applicant who was required to pass the appropriate subject test from the Alabama Initial Teacher Certification Testing Program in effect from 1981 to 1988 is exempt from the APTTP subject assessment for the appropriate certification area to be reinstated. Information about the APTTP may be obtained at Internet websites www.alsde.edu or www.act.org/alabamapttp (for basic skills assessments), or www.ets.org/praxis (for subject assessments), or by contacting the teacher testing staff in the Teacher Education and Certification Office at (334) 242-9935 or apttp@alsde.edu.

Applicants must meet requirements in effect on the date the application is received in the Teacher Education and Certification Office. Certification regulations contained in this information sheet are subject to change.