 Initial Program Enrollment Teacher Checklist

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided and submit these pages on top of your application packet.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:

# REQUIREMENTS

An applicant must meet the following requirements to qualify for a one-year Initial Proof of Program Enrollment Teacher

Certificate:

* Completion of a bachelor’s degree from a regionally accredited university or an equivalent established through a foreign transcript analysis by an approved organization;
* Enrolled in a state-approved teacher preparation program through a regionally accredited college or university. Alternate route teacher certification programs are not accepted for the Proof of Program Enrollment certificate;
* Five years of experience in the subject matter that you will be teaching. (Not required for Special Education enrollees.)
* Offered a certified teaching position by an Alaska public school district.
* Passing scores on an approved [**Basic Competency Exam**](https://education.alaska.gov/TeacherCertification/praxis.html) (https://education.alaska.gov/teachercertification/praxis)
* Passing scores on an approved content area exam as indicated by the university [**Content Area Exam**](https://education.alaska.gov/teachercertification/contentareaexams) (<https://education.alaska.gov/teachercertification/contentareaexams>).
* ***Special Education (SPED) enrollees only:*** 9.0 semester hours of SPED coursework.

If you do not meet the requirements above, check the [**Types of Certificates**](https://education.alaska.gov/TeacherCertification/Certification.html) (https://education.alaska.gov/TeacherCertification/Certification.html) webpage or contact Teacher Certification for the appropriate certificate application.

The Initial Program Enrollment teacher certificate is a one-year certificate that may be extended out to three years. To have your certificate extended at no cost, you will need to submit the required documents to the Teacher Education & Certification Office prior to the expiration date on your certificate.

To extend a one-year certificate for an additional year, the applicant must:

* Submit an updated [**Proof-of-Program Enrollment form**](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment.docx)(https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx).
* Submit an updated official transcript showing progress toward the completion of a state-approved teacher preparation program.

To extend a two-year certificate for an additional year, the applicant must:

* Submit a [**State Approved Program Verification Form**](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx).
* Submit official transcripts that confirm the completion of a state-approved teacher preparation program.
* Complete three semester hours of an [**approved Alaska Studies**](file:///%5C%5Ceedjnugb-na2%5Cgroups%5CTCert%5CAccessibility%20Project%5CCompleted%5Capproved%20Alaska%20Studies)(https://education.alaska.gov/teachercertification/alaska-studies)course; and
* Complete three semester hours of an [**approved Alaska Multicultural**](file:///%5C%5Ceedjnugb-na2%5Cgroups%5CTCert%5CAccessibility%20Project%5CCompleted%5Capproved%20Alaska%20Multicultural) (https://education.alaska.gov/teachercertification/culture) course.
* **Special Education only.** Submit a Special Education Content Area Exam. Follow this link to the [Content Area Exams](%28https%3A/education.alaska.gov/teachercertification/contentareaexams%29.) (<https://education.alaska.gov/teachercertification/contentareaexams>). Please note that there are two Praxis II options depending on whether you complete an early childhood or K-12 program.

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Teacher Certification - Alaska Department of Education and Early Development

# INSTRUCTIONS

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to consult with a Certification Analyst.

You must submit all the items required in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet.

Photocopied or faxed applications will not be accepted.

# INITIAL TEACHER PROGRAM ENROLLMENT CHECKLIST

**[ ]  Initial Teacher Proof of Program Enrollment Checklist**Mark the checkbox next to each requirement to indicate the item is included in your application packet and include this checklist with your application.

**[ ]** [**Standard Application**](https://education.alaska.gov/TeacherCertification/forms/standard-application.docx)(https://education.alaska.gov/TeacherCertification/forms/standard-application.docx) Make sure all sections of the application are complete.

**[ ]  Fingerprint Card**You are required to submit one (1) applicant FBI fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to request a card be sent to you. Use the [Fingerprint Card Checklist](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) to make sure that all required information has been provided.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) from the colleges and universities listed in the Record of Training section on the standard application verifying a Bachelor’s Degree or higher, from a regionally accredited college or university. **If you are enrolled in a Special Education Teacher Preparation Program, you must have at least 9 semester hours of the program coursework completed.**

If you completed your degree outside of the United States, a complete, original [Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application. Unofficial, photocopied, faxed or electronic documents will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

**[ ]  Basic Competency Exam (BCE)**An examinee score report with passing scores for an approved Basic Competency Exam must be included with your application**.** If you have passing Praxis CORE or Praxis I scores, they can be sent to the Teacher Education & Certification Office directly from [Educational Testing Service](http://www.ets.org) (www.ets.org), or you can include a score report with your application.

**[ ]  Content Area Exam**Submit passing scores on a content area exam associated with the content or specialty area of your state-approved preparation program as indicated on your recommendation or proof-of-program enrollment form. **(Not required for SPED enrollees)**

**[ ]  Proof of Program Enrollment Form**
Submit a [**Proof of Program Enrollment form**](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment.docx) (https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) with your application. The form must first be sent to the regionally accredited college or university where you are enrolled in an approved teacher preparation program.

**[ ]  District Request & Assurance Form**The Alaska public school district which intends to employ you as a teacher must complete the District Request & Assurance form. The form must be included with the application. (located on page 6 of checklist)

 Initial Program Enrollment Teacher Checklist

Teacher Certification - Alaska Department of Education and Early Development

# INITIAL TEACHER PROGRAM ENROLLMENT CHECKLIST (CONT.)

**[ ]  Five years of Subject-Matter Experience**Five years of experience in the subject area noted on the Proof of Program Enrollment form is required and should be noted in the section below. The coursework required to complete your bachelor’s degree can be used to satisfy a portion of this requirement. If you need additional space, provide the information on a separate sheet. ***(Not required for SPED enrollees)***

**Description of Experience Location Dates of Experience Total Years of Experience**

**[ ]  Fees**The certification fee is $200.00. The background check fee is $60.00. If you are required to provide a fingerprint card, submit a total of $260.00. You may pay with a credit card via the EED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the EED Payment receipt with your application.

We also accept cashier’s check or money order (payable to DEED). **Personal checks will not be accepted**. Fees are non-refundable.

**[ ]  State or Federal photo identification** Include a copy of your state or federal photo identification.

 Initial Program Enrollment Teacher Checklist Teacher Certification - Alaska Department of Education and Early Development

# EXTENSION CHECKLIST

The following checklists describe the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to have your Initial certificate extended. To have your certificate extended at no cost, you will need to submit the documents to the Teacher Education & Certification Office prior to the expiration date on your certificate. If you have satisfied these requirements, submit the corresponding documents with your application or as soon as possible.

# 2ND YEAR EXTENSION REQUIREMENTS

**[ ]  Updated Proof of Program Enrollment**Submit an updated [Proof of Program Enrollment Form](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment.docx) (https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx). The updated form can be submitted directly to the Teacher Education & Certification Office.

**[ ]  Official transcripts**Submit official transcripts showing substantial progress in completing a state-approved teacher preparation program. Unofficial, photocopied, or faxed transcripts will not be accepted. Official transcripts may be opened, but not marked in any way.

# 3RD YEAR EXTENSION REQUIREMENTS

**[ ]  Official transcripts**

Showing the completing of three semester hours of approved [Alaska Studies](https://education.alaska.gov/teachercertification/alaska-studies) (https://education.alaska.gov/teachercertification/alaska-studies) coursework.

**[ ]  Official transcripts**

Showing the completion of three semester hours of approved [Alaska Multicultural](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) coursework.

**[ ]  Official transcripts**Submit official transcripts showing the completion of a state-approved teacher preparation program. Unofficial, photocopied, or faxed transcripts will not be accepted. Official transcripts may be opened, but not marked on in any way.

**[ ]  Program Verification Form**
Submit a Program Verification form prepared by a state-approved teacher preparation program offered by a regionally accredited college or university. Follow this link to the [Program Verification Form](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx).

 Initial Program Enrollment Teacher Checklist

Teacher Certification - Alaska Department of Education and Early Development

# IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teaching certificate (Initial, Professional, or Master). To maintain an Initial teaching certification, the requirements and timeline described in the Extension Checklist must be satisfied. If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible to teach in Alaska.

* If an item is missing or incomplete, your application 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 application packet.

We recommend that you send your complete application packet to the Teacher Education & Certification office using one of the many tracking options that are available at your local post office.

SIGNATURE

I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. I acknowledge that I have read and will adhere to the [State of Alaska Code of Ethics of the Education Profession](https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf) (https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf). This becomes part of my official record.

Applicant Signature: Date:

MAIL YOUR APPLICATION

Mail a single application packet with all the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development

Teacher Education & Certification

PO Box 110500

Juneau, AK 99811-0500

**scanned or faxed application packets will not be accepted**

 District Request and Assurance Form

Teacher Certification –Alaska Department of Education and Early Development

# APPLICANT INFORMATION

Last Name:       First Name:       M.I.:

Last Four of Social Security Number:      Date of Birth:       Gender:

* **The remaining sections below are to be completed by the school district designee, NOT the applicant.**

# DISTRICT INFORMATION

District Office Address:       City:      State:    Zip Code:

District Phone Number:       District Fax Number:

Superintendent or Chief School Administrator Email Address:

# PLACEMENT

Indicate the applicant’s placement within the district.

**School Name Content Area Grade Level(s)**

# REQUEST & ASSURANCE

On behalf of the district’s school board, I request the issuance of an Initial Program Enrollment for the individual listed in the, APPLICANT INFORMATION section above. I certify that the district intends to hire the applicant in the designated content area. The applicant will only be assigned classes that are in the applicant’s subject-matter expertise as recognized by the endorsement areas on their Limited Certificate.

The school district’s Board of Education and the applicant are aware of the requirements described in the REQUIREMENTS section of the Checklist submitted. If the requirements are not met, the applicant will no longer hold Alaska certification and will not be eligible to hold a teaching position in an Alaska public school.

Superintendent Printed Name:

Superintendent Signature:       Date:

# 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)