 Regular Administrative Certificate

Teacher Certification - Alaska Department of Education and Early Development

# REQUIREMENTS

An applicant must meet the following requirements to qualify for a five year Regular Type B Administrative Certificate:

* Completion of a Master’s degree or higher from a regionally accredited university.
* Completed a state-approved Administrative program.
* Three years Full-Time Equivalency (FTE) certified Teaching or Special Service Provider experience.
* Three semester hours of an [**approved Alaska studies**](https://education.alaska.gov/teachercertification/alaska-studies)(https://education.alaska.gov/teachercertification/alaska-studies)course; and
* Three semester hours of an [**approved Alaska multicultural**](https://education.alaska.gov/teachercertification/culture) (https://education.alaska.gov/teachercertification/culture) course.
* Completion of six semester hours of college/university coursework within the five years prior to application.
* Completion of the four [**Mandatory Training**](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) during the five years prior to receipt of your application.

NOTE: A Regular Administrative certificate is valid for five years and is renewable one year prior to expiration date (birthdate) and can be re-instated for a year after it expires.

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) webpage or contact Teacher Certification for the appropriate certificate application.

# REQUESTED ENDORSEMENTS

The Endorsements verified on the Administrative Program Verification Form will be the endorsements granted for the Administrative Certificate. Available Administrative endorsements are noted in the [Administrative Endorsements List](https://education.alaska.gov/teachercertification/available-endorsements) (https://education.alaska.gov/teachercertification/available-endorsements) of the Teacher Certification website.

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# 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:

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

# 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.

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# EMPLOYMENT STATUS

Are you currently under contract or have been offered a contract with a public school district in Alaska? Yes  No   
If yes, please complete the following:

Alaska public school district:      Beginning contract date:

Position description:       Location:

# POSITIONS HELD

Provide all the information requested concerning each position you have held in a public school district. Attach an additional sheet of paper if necessary.

**Year(s) School, District or Organization City, State Position FT/PT**

                       

REQUIRED COURSEWORK/6 RECENY CREDITS

List the six (6) semester hours or nine (9) quarter hours of credit earned college/university coursework completed during the prior five years. (If completed in the past five years, the Alaska Studies and Alaska Multicultural coursework can be used to meet this recency requirement.)

**College or University City, State Semester Credit Semester/Quarter**

**Hours Earned Attended**

                 

**Notes:** Request your official transcripts be sent directly to you and include them in your application packet. Do not request universities to submit transcripts directly to the Teacher Education & Certification Office. Official transcripts and/or Foreign Evaluations may be opened, but not marked in any way. Unofficial, photocopied, electronic, or faxed transcripts or evaluations will not be accepted.

# MANDATORY TRAININGS

You must have completed the four mandatory trainings within the five years prior to the date of application. Submit the four DEED eLearning certificates of completion. If the four mandatory trainings were provided by your school district, NOT through the Department of Education and Early Development’s eLearning site, the [Mandatory Training Record form](https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) (https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) must be completed by your school district’s appointed designee in place of the certificates of completion.

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)

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# FEE SCHEDULE

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 DEED Online Payment Center, cashier’s check or money order   
(payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

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)

# CHECKLIST

If you have previously submitted documents listed in the checklist below verify the documents are still on file by contacting the [Teacher Education & Certification Office](mailto:tcwebmail@alaska.gov) (tcwebmail@alaska.gov).

**Completed Application**

**Submit (1) Standard FBI Fingerprint Card (FD 258)**

**-OR-**

**Current Employment Verification**

**Mandatory Trainings (Certificates of Completion from DEED or Mandatory Training Record Form)**

**State-Approved Program Verification Form**

**Official Transcripts**

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

# SIGNATURE

I certify that I have read and understand the information in the notification and assurance section, the fingerprinting and criminal history reports section, and the privacy statement section. I also understand the process for challenging my criminal history record. The information provided in this application is true and correct to the best of my knowledge.

Applicant Signature: Date:

# 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)

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# 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.