 Initial Administrative Certificate

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 an Initial Administrative Type B Certificate:

* Completion of a Master’s degree or higher from a regionally accredited university.
* Completed a state-approved Administrative program, as verified with the [Administrative Program Verification form](https://education.alaska.gov/TeacherCertification/forms/administrative-program-verification.docx), (https://education.alaska.gov/TeacherCertification/forms/administrative-program-verification.docx)
* Three years Full-Time Equivalency (FTE) certified Teaching or Special Service Provider experience.
* Completion of the four [Mandatory Training](https://education.alaska.gov/teachercertification/mandatorytraining)s (https://education.alaska.gov/teachercertification/mandatorytraining) during the five years prior to receipt of your application.

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.

**Initial Two-Year Administrative Certificate:**

The Initial Administrative Certificate is a two-year certificate**.** Within two years from the date that your application was received by the Teacher Certification Office, you must be eligible to apply for a five-year Regular Administrative certificate.

In order to be eligible for a five-year administrative certificate you must submit:

* 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.

If you do not satisfy these requirements, you will no longer be eligible to be employed as a school administrator in an Alaska public school when your Initial Administrative certificate expires.

**Initial Five-Year Administrative Certificate:**

If the applicant has satisfied the Alaska Studies and Multicultural Education coursework at the time of applying for Initial Administrative Certification, the applicant will be issued an Initial five-year Administrative Certificate.

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# INSTRUCTIONS

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all of 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 of 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.

If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.

Photocopied or faxed applications will not be accepted.

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 (tcwebmail@alaska.gov).

# INITIAL ADMINISTRATIVE CHECKLIST

**[ ]  Initial Administrative 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**Submit [**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) FBI Applicant 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.

-OR-

**Previous Background Clearance**

If you have submitted a fingerprint, card / background check clearance in the previous six months.

-OR-

**Employment Verification**

If you are under contract in a certified position in an Alaska public school district. You may submit a letter from the employing school district office, a salary placement statement or a photocopy of your current, signed contract as verification. A pay stub **does not** count as employment verification.

**[ ]  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 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.

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**[ ]  Administrative State-Approved Program Verification Form**
Submit a State-Approved Program Verification form prepared by a state-approved administrative preparation program offered by a regionally accredited institution. Photocopies, emails or faxes will not be accepted. [Administrative State-Approved Program Verification](https://education.alaska.gov/TeacherCertification/forms/administrative-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/administrative-program-verification.docx).

**[ ]  Three Years of Employment as a Certified Teacher or Special Service Provider**

Three years Full-Time Equivalency (FTE) certified Teaching or Special Service Provider must be evident in the Positions Held section of the standard application. Teaching experience must have been accrued in a state-approved or accredited elementary or secondary school while holding the appropriate certification.

**[ ]  Mandatory Trainings**You must have completed the four [Mandatory Trainings](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) within the five years prior to the date of application. Provide certificates of completion for the four required mandatory trainings if completed through the Department of Education and Early Development’s eLearning site.

-OR-

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)

**[ ]  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 DEED Payment receipt with your application.

Cashier’s check or money order (payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

[ ]  **Notarization**A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. See end of this document.

# 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.

# ADDITIONAL ENDORSEMENT REQUIREMENTS:

**For Superintendent Endorsement (4 AAC 12.345(1) (A)):** In addition to the completion of a superintendent state-approved program, a superintendent endorsement requires at least five (5) years of full-time (FTE) employment as a certified teacher or certified school administrator. Of those five years, three years (3) FTE of employment **must** be as a certified teacher in an elementary or secondary program, and one (1) year FTE of employment **must** be as a certified administrator. Special Service provider experience does not count.

**For Special Education Administrator (4 AAC 12.345(1) (C)):** In addition to the completion of a special education administrative state-approved program, a special education administrator endorsement requires three (3) years FTE of employment as a certified teacher in an elementary or secondary program.

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# IMPORTANT INFORMATION

**Initial Two-year certificate holders:** Must complete 3 semester hours of approved Alaska studies coursework and 3 semester hours of approved Alaska multicultural coursework and 6 semester hours of recency credits to be eligible to apply for a five-year Regular Administrative certificate. If you do not satisfy these requirements, you will no longer be eligible to be employed as a school Administrator in an Alaska public school when your Initial Administrative certificate expires.

**Initial Five-year certificate holders:** An Initial five-year Administrative certificate is renewable. To renew an Initial five-year Administrative certificate, applicants must meet the [Renewal Requirements](https://education.alaska.gov/teachercertification/renewal-reinstatement) (https://education.alaska.gov/teachercertification/renewal-reinstatement). If the requirements and timelines are not satisfied, the certificate will expire, and you will not be eligible for employment as a school Administrator in Alaska.

It is recommended 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.

# NOTARIZATION

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

I have read the ***IMPORTANT INFORMATION*** concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application.

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. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession. This becomes part of my official record.

Signature of Applicant:

Date:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

# SUBMIT YOUR APPLICATION

Mail a single application packet with all of 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**