 Early Childhood Education Type E 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

## EARLY CHILDHOOD ASSOCIATE I

An applicant must meet the following requirements to qualify for a five-year Early Childhood Associate I certificate:

* Completed a 30-credit university or college early-childhood education program that requires at least 400 hours of supervised practicum experience;

-OR-

* Obtained a valid Child Development Associate (CDA) award from the Bank Street College of Education; and
* 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.

## EARLY CHILDHOOD ASSOCIATE II

An applicant must meet the following requirements to qualify for a five year Early Childhood Associate II certificate:

* Completed an approved Associate’s degree program in Early Childhood Education;
* Has obtained an Early Childhood Associate I certificate; and
* 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.

The Early Childhood Education certificate is a renewable five-year certificate for those who help in preschools or as instructional aides in public school primary classes. It does not allow the holder to be a regular classroom teacher. To renew a five-year 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, your certificate will expire.

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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.

Photocopied or faxed applications will not be accepted.

# EARLY CHILDHOOD EDUCATION CHECKLIST

**[ ]  Early Childhood Education 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.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) of all training listed in the ‘RECORD OF TRAINING’ section with the application. Official transcripts may be opened, but not marked in any way. 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.

**[ ]  Copy of Child Development Associate Certificate (CDA)**Include a photocopy of your Child Development Associate certificate.

**[ ]  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)

**[ ]  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.

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

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**[ ]  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 DEED [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.

# IMPORTANT INFORMATION

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.

* 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.

# 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**