 Initial Limited Type M Certificate

Career & Technical Education (CTE)

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 five-year Initial Limited Type M – Career & Technical Education (CTE) certificate:

* Industry Certification that permits you to work in the career or technical specialty

-OR-

* A minimum of four (4) years of full-time work experience in a trade or vocational pursuit. Up to, but not more than two (2) years of formal training in a trade school, technical institute, or similar institution may be substituted for the work experience;
* Offered a certified teaching position by an Alaska public school district to teach the content area(s) in which you are endorsed; and
* Complete four Mandatory Trainings within the previous five years. More information is available on the [Mandatory Training page](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) of the Teacher Certification’s website.

The Limited Type M - Career & Technical (CTE) certificate is a five (5) year renewable certificate. The earliest you may submit an application packet for renewal is one (1) year prior to the expiration date on the certificate you are renewing.

During the life of the certificate being renewed, applicants must complete:

* Three semester hours of academic credit earned from a regionally accredited university

-AND-

* 135 hours of work experience in the specialty outside of work with students;
* The superintendent or chief school administrator must complete the District Request Form, officially requesting renewal. The completed, ORIGINAL District Request form must be included with this application; and
* Complete four Mandatory Trainings within the previous five (5) years. More information is available on the [Mandatory Training page](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) of the Teacher Certification’s website.

# ENDORSEMENT LIST

The Limited Type M – CTE endorsements are listed below.

* Automotive
* Aviation
* Carpentry
* Computer Education
* Construction
* Culinary Arts
* Electronics
* Emergency medical Tech
* Fire Management
* Food Services
* Health Services
* Machinist
* Marine
* Mechanics
* Nurse’s Aide Trainer
* Refrigeration
* Small Engines
* Vocational Agriculture
* Welding

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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.

# INITIAL LIMITED TYPE M - CTE CHECKLIST

**[ ]  Limited Type M CTE 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.

**[ ]**  **District Request Form**
The superintendent or chief school administrator must complete the District Request form. The completed, original District Request form must be included with this application.

**[ ]  Official Transcripts/Certificates of Completion**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) and/or certificates of completion of all training listed in the ‘RECORD OF TRAINING’ section must be included with the application. Official transcripts may be opened, but not marked in any way.
If you completed your coursework 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.

**[ ]  Industry Certification**A copy of the industry certification must be submitted with the application. “Industry certification” means a credentialing, licensing, or certification that permits a person to work in the career or technical specialty.

-OR-

**Four-years of documented work experience**A minimum of four (4) years of full-time work experience in a trade or vocational pursuit must be evident in the Positions Held section of the Standard application. Up to, but not more than 2 years of formal training in a trade school, technical institute, or similar institution may be substituted for the work experience.

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**[ ]  Two Letters of Recommendation**Each letter must verify length of experience and competency in the specialty field(s). The original letters must be submitted; photocopies will not be accepted. Each letter must include contact information for the author.

**[ ]  Resume**
The resume must include a contact information for each of the schools, organizations, and employers listed in the ‘RECORD OF TRAINING’ and ‘WORK EXPERIENCE’ sections of this application. The resume should demonstrate competency in the career or technical area.

**[ ]  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](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) Checklist 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.

**[ ]  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.

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# IMPORTANT INFORMATION

A Limited Type M CTE certificate can only be issued at the request of an Alaska public school district. Once the applicant has all documentation required for certification, submit the complete application to your school district for review and submission to the Teacher Certification office. The issued certificate will be mailed to the school district office address provided on the District Request and Recommendation Forms. If the applicant would like any original documents returned, the applicant must include a self-addressed, stamped envelope with the 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**

 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 a Limited Certificate 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 to renew a limited type Certificate. If the requirements are not met by the expiration date of the current limited certificate, 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)