



STATE OF ALABAMA
DEPARTMENT OF EDUCATION
TEACHER CERTIFICATION OFFICE
 5215 GORDON PERSONS BUILDING
 POST OFFICE BOX 302101
 MONTGOMERY, AL 36130-2101

Telephone: (334) 353-8567 E-mail: tcert@alsde.edu

2012 and 2013 REQUIREMENTS FOR THE RENEWAL OF PROFESSIONAL EDUCATOR CERTIFICATES IN AREAS OF ADMINISTRATION AND/OR SUPERVISION

~EDUCATIONAL ADMINISTRATOR ~SUPERINTENDENT ~PRINCIPAL (any grade level) ~SUPERINTENDENT-PRINCIPAL
 ~SUPERVISOR (general or specific subject area and/or grade level) ~CAREER AND TECHNICAL ADMINISTRATOR

These requirements are effective for continuation of the above certificates **expiring on June 30, 2012** and for reinstatement of the above certificates for which a **valid period beginning July 1, 2012** is sought.

AND

These requirements are effective for continuation of the above certificates **expiring on June 30, 2013** and for reinstatement of the above certificates for which a **valid period beginning July 1, 2013** is sought.

For ALL holders of the certificates listed above, requirements contained herein are applicable regardless of position, title, or place of employment.

This document must be read in its entirety for information and requirements. Certification requirements contained in this summary sheet are subject to change; therefore, it is the educator's responsibility to stay informed of current requirements to maintain valid certification. Current requirements, as well as updates, may be found at internet web site <http://tcert.alsde.edu> (click Certification).

General Information

As a professional educator certified by the Alabama Department of Education, it is the educator's responsibility to prevent renewable certificate(s) from expiring by meeting all continuation requirements during the valid period of the certificate. The application and fee to continue a certification must be received in the Teacher Certification Office by **June 30** of the year of expiration.

Individuals employed with an Alabama public school system or with an Alabama state-registered non-public school which reports to the Alabama Department of Education through the Private School Annual Registration Report should contact the Human Resource Department of the public school system or non-public school for information about the Department's Online Renewal process.

The Teacher Certification Office is unable to determine eligibility for renewal until ALL components of the application packet, as defined in Application Procedures below, have been received. **Applications will not be assigned to a certification specialist until at least the Form REN, a \$30.00 application fee, and background clearance (if applicable) have been received.** The submission of supporting documents ONLY (e.g., Supplement EXP, official transcripts) does not constitute making application for certification. Applicants must meet all Alabama certification requirements in effect on the date the application and fee are received in the Teacher Certification Office.

Meeting the *academic* requirements to renew a Professional Educator Certificate *in an area of administration and/or supervision* through continuation or reinstatement will **also** meet *academic* requirements to renew a Professional Educator Certificate in an area *other than* administration and/or supervision. Meeting the *academic* requirements to renew a Professional Educator Certificate in an area *other than* administration and/or supervision through continuation or reinstatement will **not** meet *academic* requirements to renew a Professional Educator Certificate *in an area of administration and/or supervision*. **Academic requirements do not include testing requirements.** See **Testing Requirements** on page 2.

Beginning January 2010 Professional Educator Certificates in Areas of Administration and/or Supervision are printed on the document entitled Professional Leadership Certificate.

For requirements for the renewal of Professional Educator Certificates, renewable Career and Technical Level Certificates, or renewable Career and Technical Specialty Area Certificates, see the appropriate summary sheet at internet web site <http://tcert.alsde.edu> (click Certification).

Application Procedures

To apply for certificate renewal, the following documents must be submitted and received in the Teacher Certification Office:

- Application for the Renewal of a Professional Educator Certificate or a Renewable Career and Technical Certificate (Form REN).
- A nonrefundable \$30.00 application fee. The fee may be paid by cashier's check or money order made payable to the Alabama Department of Education or through the Alabama Department of Education Teacher Certification Online Payment System, with a major credit card, at www.alabamainteractive.org/education (a \$4.00 transaction fee will be applied). No personal checks will be accepted. The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payments must accompany the application.
- If not previously cleared, be fingerprinted for a criminal background check and cleared by the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) through the Teacher Certification Office. Instructions regarding the fingerprint process may be obtained at www.cogentid.com/AL or by calling (866) 989-9316 (toll free). The application for renewal will not be reviewed until the background check has been completed.

Listed below is documentation to be submitted, as applicable, to verify requirements for renewal. Additional documentation may be requested upon review of the file.

- **Software Technology Incorporated Professional Development (STI PD) Training History Report** verifying Professional Learning Units (PLUs) earned through the Alabama Council for Leadership Development (ACLD), an Alabama public school system or an Alabama non-public school system and clock hours of allowable professional development earned through an Alabama public school system. Individuals who do not have an STI PD account should contact the STI PD Specialist in the Technology Initiatives Section of this Department, at (334) 353-1112, for assistance with establishing an STI PD account. See **Professional Learning Units (PLUs)** on page 2.
- **Supplement EXP** verifying clock hours of allowable professional development. See **Allowable Clock Hours of Professional Development** on page 2.
- **Photocopies** of certificates of completion to document clock hours of allowable professional development. See **Allowable Clock Hours of Professional Development** on page 2.
- **Official transcripts** verifying earned credit. Official transcripts must be provided by the colleges or universities in a sealed envelope and submitted to the Teacher Certification Office with the seal unbroken. See **Allowable Graduate Credits** on page 2.

(continued on page two)

Professional Learning Units (PLUs)

A Professional Learning Unit (PLU) is a content driven, long-term unit of professional study for individuals who hold certification in areas of administration and/or supervision that fully addresses all knowledge and ability indicators under an Alabama Standard for Instructional Leaders (viewable at www.alex.state.al.us/leadership). Professional study that constitutes a PLU must include comprehensive coverage and evaluation of effectiveness in the school setting and requires multiple professional development experiences over time that are aligned with the Alabama Standards for Professional Development (viewable at www.alex.state.al.us/leadership). A PLU is earned at the completion of the professional study. The professional study must include comprehensive coverage and evaluation of effectiveness in the school setting. Professional study that constitutes a PLU must be approved either by the Alabama Council for Leadership Development (ACLCD), the Alabama local superintendent, or the administrator of an Alabama non-public school. Information about earning PLUs may be obtained on the Web site of the Leadership and Evaluation Section of this Department at www.alex.state.al.us/leadership or by contacting personnel in that office at (334) 242-9962.

1. PLUs earned at the completion of professional studies and submitted for renewal must be:
 - a. **ACLCD-approved** or **locally-approved** through either an Alabama city/county superintendent or an administrator of an Alabama non-public school; and
 - b. Verified in STI PD. See **Application Procedures** on page 1.
2. Graduate credit substituted for a **locally-approved** PLU shall be:
 - a. Coursework that has been approved by the Alabama State Department of Education (ALSDE) as shown in the listing of courses found at www.alex.state.al.us/leadership; and
NOTE: Individuals employed with an Alabama public school system **or** with an Alabama non-public school **must receive approval** by the city/county superintendent or non-public school administrator to use graduate credit as a substitute for a locally-approved PLU.
NOTE: Individuals **not** employed with an Alabama public school system **or** with an Alabama non-public school will submit approved coursework found at www.alex.state.al.us/leadership on official transcripts (See **Application Procedures** on page 1) to this Office with their application packet.
 - b. Limited to course credit in which a grade of B or above has been earned; and
 - c. Verified on official transcript(s). See **Application Procedures** on page 1; and
3. Each 3 semester hour graduate credit course referenced in 2. above may be substituted for 1 **locally-approved** PLU.
4. Credit that was applied to the issuance of a certificate cannot be applied to its renewal.

Allowable Clock Hours of Professional Development

1. Clock hours of allowable professional development submitted for renewal shall be:
 - a. Consistent with the Alabama Standards for Professional Development found at <http://tcert.alsde.edu> (click Certification) and based on the individual's professional growth needs as identified through performance evaluations, if employed; or related to professional education with consideration given to the sponsoring organization, the professional qualifications of the presenter and the purposes, goals and evaluation of the activity;
 - b. Verified on Supplement EXP, or in STI PD for clock hours of allowable professional development earned through Alabama school systems, OR by photocopies of certificates of completion OR official transcripts or certificates of completion for any clock hours of allowable professional development earned through a college or university.
2. College course credit is not equivalent to clock hours of allowable professional development.

Allowable Graduate Credits

1. Allowable credit earned and applied for renewal must be completed at a regionally accredited senior institution.
2. Allowable credit must be earned in one of the following:
 - a. A State/state-approved teacher education program in the teaching field or area of instructional support of the certificate(s) held.
 - b. A State/state-approved teacher education program in a different teaching field or area of instructional support of the certificate(s) held.
 - c. An academic content course in the teaching field or area of instructional support of the certificate(s) held.
 - d. At the doctoral level in the teaching field or area of instructional support of the certificate(s) held.
3. Allowable credit must be graduate level courses (for which graduate credit must be earned) and a grade of "B" or above must be earned in each course.
4. Allowable credit must be verified on an official transcript. See **Application Procedures** on page 1.
5. Credit that was applied toward the issuance of a certificate cannot be applied toward its renewal.
6. Clock hours of allowable professional development are not equivalent to college course credit.
7. This coursework is in addition to any coursework completed to substitute for a PLU.

Testing Requirements (applicable for individuals who have not met current requirements of the Alabama Prospective Teacher Testing Program, APTTP)

Applicants for the reinstatement of Professional Educator Certificates or Professional Leadership Certificates that have lapsed for more than six months from their expiration date must successfully complete the current requirements of the Alabama Prospective Teacher Testing Program (APTTP): the basic skills assessments (Applied Mathematics, Reading for Information, and Writing) and the prescribed Alabama-approved Praxis II subject assessment(s).

For complete reinstatement applications received in the Teacher Certification Office:

- by December 31, 2011, from an applicant who passed the Alabama Basic Skills Test (ABST) in effect from June 1992 to January 2002, the applicant is exempt from the APTTP basic skills assessments.
- by December 31, 2011, from an applicant who was required to pass the appropriate subject test from the Alabama Initial Teacher Certification Testing Program (AITCT) in effect from 1981 to 1988, the applicant is exempt from the APTTP subject assessment for the appropriate certification area to be reinstated.

For reinstatement applications with a receipt date in the Teacher Certification Office on or after January 1, 2012:

- The ABST and AITCT will no longer be accepted.
- All applicants for the reinstatement of Professional Educator Certificates or Professional Leadership Certificates that have lapsed for more than six months from their expiration date must successfully complete the current requirements of the APTTP.

Information about the APTTP may be obtained at Internet websites www.alsde.edu or www.act.org/alabamapttp (for basic skills assessments), or www.ets.org/praxis/al (for subject assessments), or by contacting the teacher testing staff in the Teacher Education and Certification Office at (334) 242-9983 or aptp@alsde.edu. **Tests will be prescribed upon review of the complete application packet.**

1. Continuation requirements for certificates which expire June 30, 2012.

- a. To continue a certificate is to update it without allowing it to lapse. Requirements must be met by **June 30, 2012**.
- b. All PLUs, clock hours of allowable professional development, and allowable graduate credit earned and applied toward the continuation of a certificate must be completed between **July 1, 2007** and **June 30, 2012** (see page 2 of this summary sheet).
- c. Professional Educator Certificates are not continued prior to the calendar year of their expiration. The application and fee to continue a certificate must be received in the Teacher Certification Office between **January 1, 2012** and **June 30, 2012**; otherwise, the certificate(s) must be reinstated.
- d. A special provision for some retired teachers is available if an individual retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in a public school system, had at least 25 full years of full-time educational experience, and held a valid Alabama Professional Educator Certificate at the time of retirement. The individual may continue the Professional Educator Certificate(s) by meeting Option 1, Option 2, or the Retired Teacher Option below. If the Retired Teacher Option is used, the Application for Renewal of a Professional Educator Certificate Based on Special Provisions for Some Retired Teachers (Form RTD) must be submitted.
- e. **CONTINUATION OPTIONS:**

Continuation Options (ALL items next to each option must be completed.)	Professional Learning Units (PLUs)^{a, b}	Clock Hours of Allowable Professional Development^b	Allowable Graduate Credit(s) (This is in addition to any coursework completed to substitute for a PLU.)
Option 1	3 ^a	20	
Option 2	3 ^a		3 semester hours
Retired Teacher Option	3 ^a		

^aThere are two categories of approved PLUs: (1) ACLD-approved and (2) Locally-approved through either an Alabama city/county superintendent or an administrator of an Alabama nonpublic school. At least **1 PLU MUST be earned through an ACLD-approved Professional Study**.

^bEach earned PLU above the minimum number required may be substituted for 10 clock hours of allowable professional development. 10 clock hours of allowable professional development **cannot** be substituted for 1 PLU.

2. Reinstatement requirements for which a certificate valid period beginning July 1, 2012 is sought.

- a. To reinstate a certificate with a valid period beginning July 1, 2012, one of the options below must be completed prior to September 1, 2012.
- b. All PLUs, clock hours of allowable professional development, and allowable graduate credit earned and applied toward the reinstatement of a certificate must have been completed between **September 1, 2007** and **August 31, 2012** (see page 2 of this summary sheet).
- c. The application and fee to reinstate an expired certificate must be received in the Teacher Certification Office no later than December 31, 2012.
- d. If the Professional Educator Certificate has expired for more than six months from the date of expiration, the applicant must successfully complete the current requirements of the Alabama Prospective Teacher Testing Program (APTTTP). **Testing requirements** must be met on test administration dates no later than December 31, 2012, for a valid period **beginning July 1, 2012**. See **Testing Requirements** on page 2.
- e. Professional Educator Certificates are reinstated for a valid period of five scholastic years, e.g., July 1, 2012 to June 30, 2017.
- f. A special provision for some retired teachers is available if an individual retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in a public school system, had at least 25 full years of full-time educational experience, and held a valid Alabama Professional Educator Certificate at the time of retirement. The individual may reinstate the Professional Educator Certificate(s) by meeting Option 1, Option 2, or the Retired Teacher Option below. If the Retired Teacher Option is used, the Application for Renewal of a Professional Educator Certificate Based on Special Provisions for Some Retired Teachers (Form RTD) must be submitted.
- g. **REINSTATEMENT OPTIONS:**

Reinstatement Options (ALL items next to each option must be completed.)	Professional Learning Units (PLUs)^{a, b}	Clock Hours of Allowable Professional Development^b	Allowable Graduate Credit(s) (This is in addition to any coursework completed to substitute for a PLU.)
Option 1	4 ^a	20	
Option 2	4 ^a		3 semester hours
Retired Teacher Option	4 ^a		

^aThere are two categories of approved PLUs: (1) ACLD-approved and (2) Locally-approved through either an Alabama city/county superintendent or an administrator of an Alabama nonpublic school. At least **2 PLUs MUST be earned through ACLD-approved Professional Studies**.

^bEach earned PLU above the minimum number required may be substituted for 10 clock hours of allowable professional development. 10 clock hours of allowable professional development **cannot** be substituted for 1 PLU.

3. Continuation requirements for certificates which expire June 30, 2013.

- a. To continue a certificate is to update it without allowing it to lapse. Requirements must be met by **June 30, 2013**.
- b. All PLUs, clock hours of allowable professional development, and allowable graduate credit earned and applied toward the continuation of a certificate must be completed between **July 1, 2008** and **June 30, 2013** (see page 2 of this summary sheet).
- c. Professional Educator Certificates are not continued prior to the calendar year of their expiration. The application and fee to continue a certificate must be received in the Teacher Certification Office between **January 1, 2013** and **June 30, 2013**; otherwise, the certificate(s) must be reinstated.
- d. A special provision for some retired teachers is available if an individual retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in a public school system, had at least 25 full years of full-time educational experience, and held a valid Alabama Professional Educator Certificate at the time of retirement. The individual may continue the Professional Educator Certificate(s) by meeting Option 1, Option 2, or the Retired Teacher Option below. If the Retired Teacher Option is used, the Application for Renewal of a Professional Educator Certificate Based on Special Provisions for Some Retired Teachers (Form RTD) must be submitted.

e. CONTINUATION OPTIONS:

Continuation Options (ALL items next to each option must be completed.)	Professional Learning Units (PLUs) ^{a, b}	Clock Hours of Allowable Professional Development ^b	Allowable Graduate Credit(s) (This is in addition to any coursework completed to substitute for a PLU.)
Option 1	4 ^a	10	
Option 2	4 ^a		3 semester hours
Retired Teacher Option	4 ^a		

^aThere are two categories of approved PLUs: (1) ACLD-approved and (2) Locally-approved through either an Alabama city/county superintendent or an administrator of an Alabama nonpublic school. At least **2 PLUs MUST be earned through ACLD-approved Professional Studies**.

^bEach earned PLU above the minimum number required may be substituted for 10 clock hours of allowable professional development. 10 clock hours of allowable professional development **cannot** be substituted for 1 PLU.

4. Reinstatement requirements for which a certificate valid period beginning July 1, 2013 is sought.

- a. To reinstate a certificate with a valid period beginning July 1, 2013, one of the options below must be completed prior to September 1, 2013.
- b. All PLUs, clock hours of allowable professional development, and allowable graduate credit earned and applied toward the reinstatement of a certificate must have been completed between **September 1, 2008** and **August 31, 2013**.
- c. The application and fee to reinstate an expired certificate must be received in the Teacher Certification Office no later than December 31, 2013.
- d. If the Professional Educator Certificate has expired for more than six months from the date of expiration, the applicant must successfully complete the current requirements of the Alabama Prospective Teacher Testing Program (APTTP). **Testing requirements** must be met on test administration dates no later than December 31, 2013, for a valid period **beginning July 1, 2013**. See **Testing Requirements** on page 2.
- e. Professional Educator Certificates are reinstated for a valid period of five scholastic years, e.g., July 1, 2013 to June 30, 2018.
- f. A special provision for some retired teachers is available if an individual retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in a public school system, had at least 25 full years of full-time educational experience, and held a valid Alabama Professional Educator Certificate at the time of retirement. The individual may reinstate the Professional Educator Certificate(s) by meeting Option 1, Option 2, or the Retired Teacher Option below. If the Retired Teacher Option is used, the Application for Renewal of a Professional Educator Certificate Based on Special Provisions for Some Retired Teachers (Form RTD) must be submitted.

g. REINSTATEMENT OPTIONS:

Reinstatement Options (ALL items next to each option must be completed.)	Professional Learning Units (PLUs) ^{a, b}	Clock hours of Allowable Professional Development ^b	Allowable Graduate Credit(s) (This is in addition to any coursework completed to substitute for a PLU.)
Option 1	5 ^a	10	
Option 2	5 ^a		3 semester hours
Retired Teacher Option	5 ^a		

^aThere are two categories of approved PLUs: (1) ACLD-approved and (2) Locally-approved through either an Alabama city/county superintendent or an administrator of an Alabama nonpublic school. At least **2 PLUs MUST be earned through ACLD-approved Professional Studies**.

^bEach earned PLU above the minimum number required may be substituted for 10 clock hours of allowable professional development. 10 clock hours of allowable professional development **cannot** be substituted for 1 PLU.