



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION  
TEACHER CERTIFICATION OFFICE  
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**REVISED 2011** REQUIREMENTS FOR THE RENEWAL OF PROFESSIONAL EDUCATOR CERTIFICATES  
IN AREAS OF ADMINISTRATION AND/OR SUPERVISION:

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

These requirements are effective only for continuation of the above certificates **expiring on June 30, 2011**, and for reinstatement of the above certificates for which a **valid period beginning July 1, 2011**, is desired.

This document must be read in its entirety for information and requirements.

**Application Procedures**

Application for certification, as defined in the Teacher Certification Chapter of the *Alabama Administrative Code*, is not considered to have been made until an Application for the Renewal of a Professional Educator Certificate or a Renewable Career and Technical Certificate (Form REN) and the \$30.00 non-refundable application fee have been received in the Teacher Certification Office. Submission of supporting documents is not and will not be considered as making application. Applicants must meet requirements in effect on the date(s) both Form REN and the fee are received in the Teacher Certification Office. The application for renewal will not be reviewed until the Form REN and fee are received and the background check has been completed. Certification requirements contained in this summary sheet are subject to change.

**All individuals must:**

- Apply for the renewal of a certificate by submitting the current **Form REN**, Application for the Renewal of a Professional Educator Certificate or a Renewable Career and Technical Certificate.
- Submit a **non-refundable \$30.00 application fee** as part of the application packet. **No personal checks will be accepted.** The fee may be paid by cashier's check or money order made payable to the Alabama Department of Education or through the Alabama Teacher Certification Online Payment System, with a major credit card, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (a transaction fee will be applied). The cashier's check, money order, or verification of the transaction identification number for the online payment 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](http://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.
- Submit the appropriate supplemental document(s), as applicable to the renewal option:
  - Supplement EXP** verifying educational experience and/or clock hours of professional development. See page 2 for a description of educational experience and clock hours of professional development.
  - Photocopies** of certificates of completion to document clock hours of professional development.
  - 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. 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 page 2 for a description of PLUs.
  - 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 page 2 for a description of allowable graduate credit.
  - Photocopy** of the National Board for Professional Teaching Standards Certificate. See page 2 for a description of National Board Certificate.

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**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](http://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](http://www.alex.state.al.us/leadership)). 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](http://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. ACLD 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 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](http://www.alex.state.al.us/leadership); and
  - 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
  - d. Counted as a locally approved PLU through either an Alabama city/county superintendent or an administrator of an Alabama non-public school.
3. Each 3 semester hour graduate credit course referenced in 2. above may be substituted for 1 PLU.
4. Credit that was applied to the issuance of a certificate cannot be applied to its renewal.

**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](http://www.alex.state.al.us/leadership) on official transcripts (see page 1 of this summary sheet) to this Office with their application packet.

**Clock Hours of Professional Development**

1. Clock hours of professional development submitted for renewal shall be:
  - a. Consistent with the Alabama Standards for Professional Development 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 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 professional development earned through a college or university.
2. College course credit is not equivalent to clock hours of professional development.

**Allowable Graduate Credits**

1. Credit allowable for renewal must be earned at a regionally accredited senior institution and must be:
  - a. Credit which is part of a state-approved teacher education program OR credit which is part of a doctoral program in the teaching field or area of instructional support for which the certificate is held; and
  - b. Earned on the graduate level for renewal of master's or sixth-year level certification; and
  - c. Limited to course credit in which a grade of B or above has been earned; and
  - d. Verified on official transcript(s). See **Application Procedures** on page 1.
2. Credit that was applied to the issuance of a certificate cannot be applied to its renewal.
3. Clock hours of professional development are not equivalent to college course credit.

**Educational Experience**

Educational Experience is teaching experience and instructional support experience in full-time educational work in (a) any state or local public school, regionally accredited postsecondary school, educational agency, or educational association; (b) an accredited, state registered, state-approved, and/or church related non-public school; and (c) rehabilitation facilities for students in grades P-12. Educational experience as an intern, graduate assistant, student teacher or in positions such as a substitute teacher, aide, or clerical worker, will not be considered appropriate. Educational experience must be verified on Supplement EXP.

**National Board for Professional Teaching Standards**

The NBPTS certificate must have been initially issued during the valid period of the certificate(s). A renewed NBPTS certificate will not meet the requirement. The NBPTS certificate must be verified by the submission of a photocopy of the certificate.

**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](http://www.alsde.edu) or [www.act.org/alabamapttp](http://www.act.org/alabamapttp) (for basic skills assessments), or [www.ets.org/praxis/al](http://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 [apttp@alsde.edu](mailto:apttp@alsde.edu). **Tests will be prescribed upon review of the complete application packet.**

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**Continuation requirements for Professional Educator Certificates in Areas of Administration and/or Supervision which expire June 30, 2011.**

- a. To continue a certificate is to update it without allowing it to lapse by meeting requirements *prior to* September 1, 2011. The application to continue a certificate must be received in the Teacher Certification Office between January 1, 2011 and December 31, 2011; otherwise, the certificate(s) must be reinstated.
- b. All PLUs, clock hours of professional development, experience, allowable graduate credit, and NBPTS certification applied toward the continuation of a certificate (see page 2 of this summary sheet) must be completed during the valid period of the expiring certificate and prior to September 1, 2011.
- c. Professional Educator Certificates are not continued prior to the calendar year of their expiration.
- d. Special provision for some retired teachers. An individual who retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in an Alabama public school system and who had at least 25 full years of satisfactory educational experience and a valid Alabama Professional Educator Certificate at the time of retirement may continue the Professional Educator Certificate(s) by meeting Options 1 through 7 or one of the Retired Teacher Options below. If a 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.)	Minimum number of Professional Learning Units (PLUs) <sup>a, b</sup>  <i>See page 2 of this summary sheet</i>	Maximum number of Clock Hours of Professional Development <sup>b</sup>  <i>See page 2 of this summary sheet</i>	Allowable Graduate Credit(s)  (This is in addition to any coursework completed to substitute for a PLU.)  <i>See page 2 of this summary sheet</i>	Experience  <i>See page 2 of this summary sheet</i>	Initial Issuance of National Board for Professional Teaching Standards (NBPTS) Certification  <i>See page 2 of this summary sheet</i>
Option 1	2 <sup>a</sup>	30			
Option 2	2 <sup>a</sup>		3 semester hours		
Option 3		50		3	
Option 4			3 semester hours	3	
Option 5		50	3 semester hours		
Option 6			6 semester hours		
Option 7					July 1, 2006- June 30, 2011
Retired Teacher Option 1	2 <sup>a</sup>				
Retired Teacher Option 2		100			

<sup>a</sup> There 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.**

<sup>b</sup> Each earned PLU may be substituted for 10 clock hours of professional development. 10 clock hours of professional development **cannot** be substituted for 1 PLU.

**Under current requirements, if valid Professional Educator Certificates are held in areas other than administration and/or supervision, meeting requirements to continue a certificate in an area of administration and/or supervision will also continue the Professional Educator Certificates in areas other than administration and/or supervision.**

**Reinstatement requirements for Professional Educator Certificates in Areas of Administration and/or Supervision to begin validity on July 1, 2011.** (These requirements are applicable to those whose certificate(s) expired prior to July 1, 2010.)

- a. To reinstate a lapsed certificate is to validate it by meeting requirements on or after September 1 of the year of expiration. To reinstate a certificate with a valid period beginning July 1, 2011, one of the options below must be completed *prior to* September 1, 2011. The application to reinstate an expired certificate with a valid period beginning July 1, 2011, must be received in the Teacher Certification Office by December 31, 2011.
- b. For all reinstatement options, PLUs, clock hours of professional development, and allowable credit applied toward the reinstatement of a certificate (see below) must have been completed during the period of July 1, 2006 to August 31, 2011.
- c. For all reinstatement options, **testing requirements** (see page 2 of this summary sheet) must be met on test administration dates prior to January 1, 2012.
- d. Individuals who do not complete one of the reinstatement options below prior to September 1, 2011, and the testing requirements prior to January 1, 2012, will not be eligible to reinstate a certificate(s) with a valid period beginning July 1, 2011, based on requirements outlined in this summary sheet.
- e. Professional Educator Certificates are reinstated for a valid period of five scholastic years, e.g., July 1, 2011 to June 30, 2016.
- f. Special provision for some retired teachers. An individual who retired from a teaching or instructional support (principal, counselor, librarian, etc.) position in an Alabama public school system and who had at least 25 full years of satisfactory educational experience and a valid Alabama Professional Educator Certificate at the time of retirement may reinstate the Professional Educator Certificate(s) by meeting Options 1 through 4 or one of the Retired Teacher Options below. If a 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.)	Minimum number of Professional Learning Units (PLUs) <sup>a, b</sup>	Maximum number of Clock Hours of Professional Development <sup>b</sup>	Allowable Graduate Credit(s)  (This is in addition to any coursework completed to substitute for a PLU.)
	<i>See page 2 of this summary sheet</i>	<i>See page 2 of this summary sheet</i>	<i>See page 2 of this summary sheet</i>
Option 1	3 <sup>a</sup>	20	
Option 2	3 <sup>a</sup>		3 semester hours
Option 3		50	6 semester hours
Option 4			9 semester hours
Retired Teacher Option 1	3 <sup>a</sup>		
Retired Teacher Option 2		150	

<sup>a</sup> There 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.

<sup>b</sup> Each earned PLU may be substituted for 10 clock hours of professional development. 10 clock hours of professional development **cannot** be substituted for 1 PLU.

Under current requirements, if lapsed Professional Educator Certificates are held in areas other than administration and/or supervision, meeting requirements to reinstate a certificate in an area of administration and/or supervision will also meet requirements to reinstate Professional Educator Certificates in areas other than administration and/or supervision. If the certificate has lapsed 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) on test administration dates prior to January 1, 2012.

Certification requirements contained in this summary sheet are subject to change.