

## ALABAMA CERTIFICATION INSTRUCTIONS

**Return packet by mail or bring to:  
Teacher Education Services  
207 Ramona Wood Building  
700 Pelham Road North  
Jacksonville, AL 36265**

**Do NOT send application to the State Department.**

**Certification applications are not submitted to the Alabama State Department of Education until your degree is posted (upon graduation) and all required documents (including official transcript and Supplement EXP) are received by Teacher Education Services.**

- CERTIFICATION APPLICATION:** Blank application can be found at [www.alsde.edu](http://www.alsde.edu) and following these steps:
- Education Professionals
  - Certification
  - Alabama Educator Preparation
  - Forms
  - Form NAL

Be sure to select Jacksonville State University as the System/College in the top right corner.

**The form must be completed online. After printing the completed form, sign and date at the bottom of the barcoded page in black ink.**

Please include your JSU ID number in the bottom right corner of the first page of the application.

- APPLICATION FEE:** (This is not the same as your JSU degree fee.)

Attach \$30 money order made payable to Alabama State Department of Education OR receipt of online payment of \$30. Online payment can be made at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education). Personal checks are not acceptable.

Students completing a dual-certification program must submit \$30 for each teaching field.

- TRANSCRIPT REQUEST:**

One copy of your official transcript must come to the Teacher Service Center to be mailed to the State Department with your certification application. The Transcript Request Form can be found at the following address: [http://www.jsu.edu/registrar/student\\_transcript.html](http://www.jsu.edu/registrar/student_transcript.html) Be sure to request the transcript to be **mailed** to the **Teacher Service Center**. Faxed or electronic copies can not be accepted by the TSC.

An online request is available at this site, or you may print the form and submit the printed form to the Registrar's Office. **If you are graduating, check "hold until current degree is awarded". If already graduated, check "print immediately."**

**Charge is \$5 per transcript.**

**FINGERPRINTS:**

Your background check should already be on file in Teacher Education Services. All certification applicants must be fingerprinted and have a cleared background check on file with the Alabama State Department of Education. Instructions may be obtained at [www.cogentid.com/AL](http://www.cogentid.com/AL).

Applicants may verify their background clearance and whether they are fit and suitable to teach by visiting [tcert.alsde.edu](http://tcert.alsde.edu) (click Public Teaching Certificate Search).

**PRAXIS II scores** are required for initial certification in all areas.

Praxis scores should already be on file in Teacher Education Services. Official copies of passing Praxis II scores must be on file with JSU in order for JSU to recommend you to the state. Undergraduates - If your Praxis II scores show in the Teaching Field area of your degree evaluation on My.JSU, then your scores are on file with the university.

Official copies of passing Praxis II scores must be on file with ALSDE in order for certification application to be processed.

Score reports can be requested at [www.ets.org](http://www.ets.org) or by calling 1-800-772-9476.

**SUPPLEMENT EXP:**

If you are applying for master's level certification in the following areas, a Supplement EXP form must accompany your application:

- Reading Specialist
- Teacher Leader
- Library Media
- Instructional Leadership
- School Counseling
- Sport Management

The Supplement EXP is found at [www.alsde.edu](http://www.alsde.edu) and must be completed by your superintendent/headmaster.

The School of Education does not certify teachers. The sole authority to certify teachers rests with the appropriate state agency. The School of Education will recommend a student that has successfully completed an approved program **within five years of completion**. Recommendation after five years will require completion of the current program in place at the time of the request.

**GRADUATION NOTE:**

**Applying for graduation and applying for your teaching certificate are two separate processes.** You must also apply for graduation (application for degree) from JSU through the appropriate office by the specified deadline:

Graduate Students – Apply through Graduate Studies, Bibb Graves

Undergraduate Students – Apply through Teacher Education Services.

Deadline information can be found on the Academic Calendar through the JSU homepage.