



**ALABAMA STATE UNIVERSITY
COLLEGE OF EDUCATION
EDUCATOR CERTIFICATION INSTRUCTIONS**

GENERAL INFORMATION

To obtain the Professional Educator Certificate in Alabama, graduates must submit a completed application packet for the State-Approved Program Approach (Form NAL) with the required processing fee to the Educator Certification Office. This process may be done in 1-2-3 easy steps.

1 CERTIFICATION PACKET

Graduates must meet all requirements in effect on the date the application packet for Alabama Certification is received in Alabama State University's (ASU) Educator Certification Office. The Alabama certification packet will need to contain the following documents prior to being submitted to the Alabama State Department of Education:

- ✓ ***(1)** Application for The Alabama State Department of Education (ALSDE) -Approved Program Approach (Form NAL) **including** the personal data barcode page.
- ✓ ***(2)** A \$30.00 nonrefundable application fee **and** copy of the receipt verifying the confirmation number for the online payment must accompany the application packet. *The fee must be paid by cashier's check or money order made payable to the Alabama State Department of Education or through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at www.alabamainteractive.org/education.*
- ✓ **(3)** Background clearance based on a fingerprint review. Graduates may verify whether their ASBI and FBI criminal history background check has been completed and whether they are suitable and fit to teach under state law at <http://tcert.alsde.edu/Portal/Public>.
- ✓ **(4)** Recommendation for Certification (Supplement NA1) along with supporting documentation (official transcripts, State Board of Education approved checklist(s), Supplement EXP, etc.)—

***RETURN 1 and 2 ONLY of Certification Packet to ASU's Education Certification Office**

2 APPLICATION INSTRUCTIONS

- Go to the Alabama State Department of Education website:

<http://www.alsde.edu/EdCert>.

- Obtain the Application for the Alabama State-Approved Approach (Form NAL), by clicking on the hyperlinks: >Educator Certification > AL Educator Preparation >Forms > (B) Application **Form NAL**.
- Select system/College: **506-0000 Ala St Univ. (Montgomery)**
- Complete **Form NAL** electronically. (*ALL sections must be completed, handwritten forms are not accepted*).



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- **DO NOT** complete **Supplement NA1**. (*Supplement NA1 will be completed by ASU's Educator Certification Office*).
- Review document at **Print Preview**
- **Print Completed Application**.
- **SIGN** and **DATE** personal data barcode page.
- **PAY \$30.00 Nonrefundable Application Fee**. (*Copy of the receipt verifying the confirmation number for the online payment must accompany the application packet*).
- **Mail or Submit ALL ORIGINAL PAGES of the COMPLETED APPLICATION PACKET** along with the **APPLICATION FEE** and/or **PROOF OF ONLINE PAYMENT** to ASU's Educator Certification Office.

3 MAILING ADDRESS

Please return completed packet and supporting documents by mail or hand deliver to the address below:

Alabama State University
Educator Certification Office
Ralph Abernathy Hall—Room 207
P. O. Box 271
Montgomery, Alabama 36101-0271

Please note the following information concerning certification instructions:

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| <i>Certification Information</i> | <u>DO NOT</u> send application forms, supporting documents, or any other information to the ALSDE. |
| <i>Application Instructions</i> | Application forms, supporting documents, or any other information <u>are not</u> accepted by fax or email. |
| <i>Application Fees</i> | Each additional certificate for which a graduate is determined to be eligible will require a \$30.00 nonrefundable fee for issuance. |
| <i>Certification Changes</i> | Certification requirements are subject to change. Graduates must meet all Alabama Certification Requirements in effect on the date that the application is received in ASU's Educator Certification Office. |
| <i>Disclaimer</i> | It is the responsibility of each graduate to submit an application for certification during the semester of intent to graduate. Graduation and Certification <u>are not</u> identical processes. Review deadline dates at www.alsdu.edu . |
| <i>For More Information</i> | You may contact ASU's Educator Certification Office at (334) 229-7699 or email amiller@alasu.edu . |



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