

Renewal & Reinstatement Information

ELIGIBLE CERTIFICATES

ONLY Alaska certificates issued for five or more years are eligible for renewal or reinstatement. The following types of certificates may be renewed or reinstated:

- Professional teacher,
- Master teacher,
- Administrative Type-B Regular, and
- Special Service Providers Type-C Regular

RENEWAL CREDIT

Six semester or nine quarter hours of credit earned from a regionally accredited university are required for renewal or reinstatement of a Regular five-year certificate. **At least three semester hours must be upper division or graduate level credit.**

Only credits earned after the effective date of the certificate being renewed count toward renewal/reinstatement credit(s). Continuing education units (CEUs) and/or with prior EED approval, non-academic credit can be substituted for three of the required six semester hours of credit. More information concerning CEUs and non-academic credit is available at http://www.eed.state.ak.us/teachercertification/pdf/general_info.pdf.

If you are renewing or reinstating a five-year certificate **issued on September 2, 2011 or later**, your six renewal credits must be

- (1) Related to your employment at the time of renewal, if that employment requires a certificate;
- (2) Related to at least one of your endorsement areas, or
- (3) A required element of a program that will lead to an endorsement that you are seeking.

TRANSCRIPTS

Applicants for renewal or reinstatement are encouraged to collect all transcripts and submit them with their application in one complete packet. While we do require official transcripts, we do not require transcripts to be in a sealed envelope. Please open and review your transcripts for accuracy before sending them in with your renewal or reinstatement application. Please note that transcripts may not be marked on in any way.

Applicants may submit transcripts electronically from the University of Alaska system. More information about submitting electronic transcripts can be found at <http://www.eed.state.ak.us/teachercertification/transcripts.html>.

EMPLOYMENT VERIFICATION

If you are currently under contract in a certified position with an Alaska public school district, you must submit verification of current employment -- in the form of a letter from the employing school district or a photocopy of the contract.

For Renewal or Reinstatement during the school year

Please submit employment verification for the current school year.

For Renewal or Reinstatement during the summer months

Applications submitted prior to July 1st must include employment verification from the previous school year. Applications submitted after July 1st must include employment verification for the following school year.

FINGERPRINT CARD

If you are not currently under contract in a certified position with an Alaska public school district, you must submit one (1) completed standard FBI *applicant* fingerprint card (Form FD-258) in place of the Employment Verification. Clearance may take up to 4 months. Fingerprint cards are not available to download from the website. If available, you may use an FBI *applicant* fingerprint card (Form FD-258) obtained from your local police station or other agency certified to roll fingerprints. Please email tcwebmail@alaska.gov to request one fingerprint card to submit with your renewal or reinstatement packet.

More information about the fingerprint card requirement can be found at <http://www.eed.state.ak.us/teachercertification/fingerprints.html>

FEES

The certificate fee for renewal or reinstatement is \$125. If you are submitting a fingerprint card with your application in place of Employment Verification, there is an additional \$66 fingerprint processing fee. You may submit one cashier's check or money order in the amount of \$191. Money orders, cashier's checks, credit and debit card authorizations are the only acceptable forms of payment. *Personal checks will not be accepted.*

APPLICATION

The RENEWAL OR REINSTATEMENT APPLICATION you will need is available at <http://www.eed.state.ak.us/teachercertification/forms/renewal.pdf>.

Before sending in your application, please review the checklist to be sure all necessary paperwork is included. **Faxed, emailed, or photocopied applications will not be accepted.** Mail applications to:

Teacher Education & Certification

801 West 10th Street, Suite 200

PO Box 110500

Juneau, AK 99811-0500

An online renewal option is also available at

<https://www.eed.state.ak.us/teachercertification/onlinerenewal>.

Special Notes About Renewals:

The earliest you may submit an application packet for renewal is one year prior to the expiration date on the certificate you are renewing.

We do not fax or mail a copy to the school districts. It is the responsibility of the applicant to provide the district with a copy of his/her certificate.

Special Notes About Reinstatements:

If the expiration date on your five-year certificate has passed you have entered a 12-month reinstatement period and you are no longer certified. You may not work in a position requiring a certificate during the 12-month reinstatement period. You have exactly 12 months beyond the expiration date on your certificate to submit your application for Reinstatement, without having to complete any additional requirements.

When Teacher Certification receives your completed Reinstatement application and all supporting materials, you are certified. Your certificate effective date becomes the date your complete reinstatement application packet was received by Teacher Certification.

You may only reinstate a certificate in the 12 months following the expiration date. If your certificate has been expired over 12 months, you are no longer in a reinstatement period and considered an initial applicant for certification.

We do not fax or mail a copy to the school districts. It is the responsibility of the applicant to provide the district with a copy of his/her certificate.

If you have further questions about renewing or reinstating a five-year certificate that have not been addressed on the website, please email tcwebmail@alaska.gov.

SPECIFIC RENEWAL REQUIREMENTS FOR SCHOOL PSYCHOLOGISTS

As required by 4 AAC 12.040(F) School Psychologists holding a Type C Special Services certificate must accrued 90 contact hours during the life of the certificate they are renewing. Verification must accompany the renewal application.

In lieu of the renewal credits, certified School Psychologists must have completed a minimum of 90 contact hours in assessment, evaluation, intervention, program planning, program development, or staff or program administration in (1) regionally accredited college or university course work; (2) workshops, seminars, or institutes; (3) school district or university sponsored in-service training programs; (4) college training; or (5) workshop or seminar teaching, within the life of the certificate being renewed. Submit verification of contact hours as well as application, fee, and fingerprint cards or verification of employment in an Alaska public school district.