



APPLICATION INSTRUCTIONS

RENEWAL OR REINSTATEMENT

PERSONAL INFORMATION

ENTER ALL PERSONAL INFORMATION IN THE SPACES PROVIDED, INCLUDING CONTACT PHONE NUMBER(S) AND EMAIL ADDRESS (IF AVAILABLE).

THE ADDRESS ENTERED WILL BE THE ADDRESS TO WHICH YOUR CERTIFICATE WILL BE MAILED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO MAINTAIN CURRENT INFORMATION, INCLUDING NAME AND MAILING ADDRESS, ON FILE WITH THE TEACHER CERTIFICATION OFFICE.

CERTIFICATION AND BACKGROUND INFORMATION

ANSWER 'YES' OR 'NO' TO QUESTIONS #1-6 AS THEY APPLY TO YOU. IF THE ANSWER TO ANY OF THESE QUESTIONS IS 'YES', PLEASE PROVIDE A WRITTEN, DETAILED EXPLANATION OF THE INCIDENT AND SIGN IT. IT IS NOT NECESSARY TO PROVIDE A WRITTEN EXPLANATION OF A MINOR TRAFFIC VIOLATION. IT **IS** NECESSARY TO PROVIDE WRITTEN EXPLANATION OF ANY DWIs. IF NO WRITTEN EXPLANATION IS PROVIDED FOR ANY 'YES' ANSWERS TO QUESTIONS #1-6, THE APPLICATION WILL BE RETURNED.

IF YOU ANSWER 'YES' TO QUESTION #7, LIST THE STATE(S) WHERE YOU HOLD/HELD TEACHING CERTIFICATES AND THE EXPIRATION DATE(S).

POSITIONS HELD

LIST ANY TEACHING, ADMINISTRATIVE, OR SPECIAL SERVICES POSITION(S) HELD DURING THE TERM OF THE CERTIFICATE WHICH IS BEING RENEWED.

SCHOOL YEARS: LIST THE CALENDAR YEARS (example, 1998-2001)

DAYS PER YEAR: NUMBER OF DAYS IN THE CONTRACT(S)

ETHNICITY

CHECK THE BOX THAT MOST APPROPRIATELY APPLIES TO YOU. DEFINITIONS FOR EACH CHOICE ARE PROVIDED.

RECORD OF TRAINING

LIST ALL COLLEGES/UNIVERSITIES ATTENDED TO COMPLETE THE CREDITS REQUIRED FOR RENEWAL. SIX SEMESTER (OR NINE QUARTER) HOURS OF CREDIT EARNED FROM A REGIONALLY ACCREDITED UNIVERSITY ARE REQUIRED FOR RENEWAL OR REINSTATEMENT OF A 5-YEAR CERTIFICATE. AT LEAST THREE OF THE SIX REQUIRED CREDITS MUST BE UPPER DIVISION OR GRADUATE LEVEL COURSEWORK.

OFFICIAL TRANSCRIPTS FOR ALL INSTITUTIONS LISTED IN THIS SECTION MUST BE INCLUDED WITH THE APPLICATION, **NOT** SENT DIRECTLY TO THE TEACHER CERTIFICATION OFFICE. YOU MAY OPEN THE TRANSCRIPTS WHEN THEY ARRIVE TO VERIFY THE CORRECT COURSEWORK AND/OR DEGREE(S) ARE POSTED. TRANSCRIPTS ARE ACCEPTABLE AFTER THEY HAVE BEEN OPENED, PROVIDED THEY CONTAIN THE REGISTRAR'S SIGNATURE/SEAL AND ARE PRINTED ON OFFICIAL UNIVERSITY TRANSCRIPT PAPER.

REQUIREMENTS

YOU MUST HAVE **COMPLETED** ALL REQUIREMENTS LISTED IN THIS SECTION IN ORDER TO QUALIFY FOR RENEWAL OR REINSTATEMENT. IF YOU HAVE NOT MET ALL OF THE REQUIREMENTS LISTED IN THIS SECTION, THE APPLICATION WILL BE RETURNED.

SIX SEMESTER OR NINE QUARTER HOURS OF CREDIT EARNED FROM A REGIONALLY ACCREDITED UNIVERSITY ARE REQUIRED FOR RENEWAL OR REINSTATEMENT OF A PROFESSIONAL, MASTER, TYPE B (5-YEAR) OR TYPE C (5-YEAR) CERTIFICATE.

IF YOU ARE USING CEUs OR NON-ACADEMIC CREDIT, PLEASE VISIT OUR WEBSITE FOR THOSE REQUIREMENTS AND FEES.

IF YOUR CERTIFICATE HAS BEEN EXPIRED OVER 12 MONTHS, YOU ARE NO LONGER ELIGIBLE TO REINSTATE YOUR CERTIFICATE. YOU MUST APPLY FOR AS AN INITIAL APPLICANT AND MEET ALL CURRENT REQUIREMENTS FOR CERTIFICATION.



APPLICATION INSTRUCTIONS
RENEWAL OR REINSTATEMENT

FEE SCHEDULE

THE CERTIFICATE FEE FOR RENEWAL OR REINSTATEMENT IS \$125.00. THE FINGERPRINT PROCESSING FEE IS AN ADDITIONAL \$66.00. IF YOUR APPLICATION REQUIRES FINGERPRINT CARDS, SUBMIT A TOTAL FEE OF \$191.00. YOU MAY PAY IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER, OR CREDIT CARD (VISA OR MASTERCARD) AUTHORIZATION.

IF PAYING BY CREDIT CARD (VISA OR MASTERCARD), COMPLETE ALL INFORMATION IN THIS SECTION, INCLUDING THE NAME ON THE CREDIT CARD AND THE CARDHOLDER'S SIGNATURE. **DEBIT CARDS OF ANY KIND WILL NOT BE ACCEPTED. PERSONAL CHECKS WILL NOT BE ACCEPTED.**

IF PAYING BY CASHIER'S CHECK OR MONEY ORDER, INDICATE THE CHECK NUMBER IN THE APPROPRIATE BOX. CHECKS OR MONEY ORDERS CAN BE MADE PAYABLE TO THE ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT (EED).

FEES ARE NON-REFUNDABLE.

NOTARIZATION

THE APPLICATION **MUST** BE SIGNED AND DATED BY THE APPLICANT.

THE APPLICATION **MUST** BE NOTARIZED BY A CERTIFIED NOTARY PUBLIC. IF A NOTARY PUBLIC IS NOT AVAILABLE TO YOU, A POSTMASTER MAY **SIGN, DATE AND STAMP** THIS AFFIDAVIT.

IF ANY PORTION OF THIS SECTION IS INCOMPLETE, THE APPLICATION WILL BE RETURNED.

CHECKLIST

REVIEW YOUR APPLICATION BEFORE SUBMITTING IT TO THE TEACHER CERTIFICATION OFFICE. YOU MUST INCLUDE ALL ITEMS ON THE CHECKLIST WITH THE APPLICATION. IF YOU HAVE QUESTIONS ABOUT ANY OF THE REQUIRED DOCUMENTS, PLEASE CALL THE TEACHER CERTIFICATION OFFICE (907-465-2831) TO SPEAK TO A CERTIFICATION ANALYST.

IF YOU **ARE** CURRENTLY EMPLOYED IN A CERTIFIED POSITION IN AN ALASKA PUBLIC SCHOOL DISTRICT, YOU MUST SUBMIT A PHOTOCOPY OF YOUR CONTRACT FOR THE CURRENT SCHOOL YEAR OR A LETTER FROM THE EMPLOYING SCHOOL DISTRICT OFFICE VERIFYING YOUR CERTIFIED EMPLOYMENT. YOU ARE NOT REQUIRED TO SUBMIT FINGERPRINT CARDS IF YOU ARE EMPLOYED IN THIS CAPACITY.

IF YOU ARE **NOT** CURRENTLY EMPLOYED IN A CERTIFIED POSITION IN AN ALASKA PUBLIC SCHOOL DISTRICT, 1 COMPLETED FINGERPRINT CARD IS REQUIRED FOR RENEWAL OR REINSTATEMENT. IF YOU NEED A FINGERPRINT CARD, CALL THE TEACHER CERTIFICATION OFFICE (907-465-2831) AND REQUEST THE CARD. YOU MUST HAVE YOUR FINGERPRINTS ROLLED BY A TRAINED TECHNICIAN. THE TECHNICIAN MUST SIGN AND DATE THE CARD IN THE APPROPRIATE SPACES ON THE FINGERPRINT CARD. ALL PERSONAL INFORMATION MUST BE FILLED IN ON THE CARD, INCLUDING SIGNATURE, RESIDENCE, CITIZENSHIP, SEX, HEIGHT, WEIGHT, RACE, EYE COLOR, HAIR COLOR, DATE OF BIRTH, AND PLACE OF BIRTH.

IF ANY OF THE REQUIRED DOCUMENTS LISTED ON THE CHECKLIST ARE NOT INCLUDED WITH THE APPLICATION, THE ENTIRE APPLICATION WILL BE RETURNED.

SPECIAL NOTE 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 OF YOUR CERTIFICATE TO THE SCHOOL DISTRICTS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE THE DISTRICT WITH A COPY OF HIS/HER CERTIFICATE.



RENEWAL OR REINSTATEMENT

PERSONAL INFORMATION

LAST NAME										FIRST NAME										MIDDLE INITIAL			U.S. SOCIAL SECURITY NUMBER								
MAILING ADDRESS															CITY					STATE			ZIP CODE								
HOME PHONE NUMBER										WORK PHONE NUMBER										GENDER											
EMAIL ADDRESS																															
BIRTHDATE (MM-DD-YYYY)			FORMER LAST NAME(S)										HIGHEST EDUCATIONAL DEGREE																		

IT IS THE RESPONSIBILITY OF THE APPLICANT TO MAINTAIN CURRENT INFORMATION, INCLUDING NAME AND MAILING ADDRESS, ON FILE WITH THE TEACHER CERTIFICATION OFFICE. ALL NAME CHANGES MUST BE SUPPORTED WITH A PHOTOCOPY OF THE LEGAL DOCUMENT VERIFYING THE CHANGE.

CERTIFICATION AND BACKGROUND INFORMATION

COMPLETE THE FOLLOWING QUESTIONS CAREFULLY AND COMPLETELY BEFORE PROVIDING INFORMATION. **ANY FALSIFICATION OR DELIBERATE MISREPRESENTATION, INCLUDING OMISSION OF A MATERIAL FACT, IN COMPLETION OF THIS APPLICATION CAN BE GROUNDS FOR DENIAL OF CERTIFICATION.**

- Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include DWIs.
 YES NO
- Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include any state, province, territory, and/or country.
 YES NO
- Is there action pending to revoke or suspend a certificate or license issued to you by another jurisdiction? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
 YES NO
- Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or avoidance)
 YES NO
- Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
 YES NO
- Have you ever been denied certification? This would include any state, province, territory, and/or country.
 YES NO

IF YOU ANSWERED 'YES' TO ANY OF THE QUESTIONS ABOVE (1-6), PROVIDE A DETAILED STATEMENT ON A SEPARATE SHEET AND SIGN THE STATEMENT.

7. Have you ever held a teaching certificate in another state? YES NO

STATE _____ EXPIRATION DATE _____ STATE _____ EXPIRATION DATE _____

8. Are you currently under contract with a public school district in Alaska? YES NO

If yes, school district: _____, beginning contract date: _____

Department of Education & Early Development, Teacher Education and Certification
 801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500
 Phone: (907) 465-2831 Fax: (907) 465-2441
 tcwebmail@alaska.gov



RENEWAL OR REINSTATEMENT

ETHNICITY

- ALASKA NATIVE
- ASIAN OR PACIFIC ISLANDER
- AFRICAN AMERICAN
- HISPANIC
- CAUCASIAN
- AMERICAN INDIAN/NATIVE AMERICAN
- OTHER

ALASKA NATIVE: Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.

ASIAN OR PACIFIC ISLANDER: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

AFRICAN AMERICAN: (Not of Hispanic origin); any person having origins in any of the Black racial groups of Africa.

HISPANIC: Any person of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race

CAUCASIAN: (Not of Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

AMERICAN INDIAN/NATIVE AMERICAN: Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition.

POSITIONS HELD

LIST TEACHING, ADMINISTRATIVE, AND/OR SPECIAL SERVICES POSITIONS HELD SINCE YOUR LAST ALASKA TEACHING CERTIFICATE BECAME EFFECTIVE. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

SCHOOL YEAR(S)	DAYS PER YEAR	SCHOOL NAME	CITY, STATE	POSITION TITLE	SUBJECT/GRADE LEVEL(S)

RECORD OF TRAINING

SIX SEMESTER OR NINE QUARTER HOURS OF CREDIT EARNED FROM A REGIONALLY ACCREDITED UNIVERSITY ARE REQUIRED FOR RENEWAL OR REINSTATEMENT. *OF THOSE REQUIRED CREDIT HOURS, THREE SEMESTER CREDITS, OR FIVE QUARTER CREDITS MUST BE UPPER DIVISION OR GRADUATE LEVEL COURSEWORK.*

LIST ALL COLLEGE/UNIVERSITY COURSEWORK COMPLETED SINCE THE EFFECTIVE DATE OF THE CERTIFICATE YOU ARE RENEWING OR REINSTATING. YOU MAY ONLY REINSTATE A 5-YEAR CERTIFICATE IN THE 12 MONTHS FOLLOWING ITS EXPIRATION DATE.

IF YOUR CERTIFICATE HAS BEEN EXPIRED LONGER THAN ONE YEAR, YOU ARE NO LONGER ELIGIBLE TO REINSTATE YOUR CERTIFICATE. YOU MUST APPLY AS AN INITIAL APPLICANT AND MEET ALL CURRENT REQUIREMENTS FOR CERTIFICATION.

COLLEGE OR UNIVERSITY	CITY, STATE	CREDITS EARNED	SEMESTER/QUARTER ATTENDED



RENEWAL OR REINSTATEMENT

NOTARIZATION

STATE OF _____ DATE _____
(MONTH/DAY/YEAR)

_____ APPEARED BEFORE ME WHOSE
(NAME OF APPLICANT)

IDENTIFICATION I HAVE VERIFIED ON THE BASIS OF _____
(TYPE OF PHOTO ID)

TO BE THE SIGNER OF THIS APPLICATION AND HE/SHE
ACKNOWLEDGED THAT HE/SHE SIGNED IT.

(SIGNATURE OF NOTARY)

MY COMMISSION EXPIRES: _____

**IF A NOTARY IS NOT AVAILABLE, A POSTMASTER MAY
WITNESS, DATE STAMP AND SIGN THIS AFFIDAVIT.**

I CERTIFY UNDER PENALTY OF PERJURY THAT THE
STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE
AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHER, I
ACKNOWLEDGE THAT I HAVE READ AND WILL ADHERE TO
THE **STATE OF ALASKA CODE OF ETHICS OF THE
EDUCATION PROFESSION**. THIS BECOMES PART OF MY
OFFICIAL RECORD.

SIGNATURE OF APPLICANT

DATE

CHECKLIST

YOU MUST INCLUDE ALL OF THE FOLLOWING ITEMS IN A SINGLE APPLICATION PACKET. IF ANY ITEM IS MISSING, THE ENTIRE APPLICATION PACKET WILL BE RETURNED, UNPROCESSED. PLEASE CONFIRM WITH EACH CHECKBOX THAT EACH ITEM IS INCLUDED.

COMPLETE RENEWAL OR REINSTATEMENT APPLICATION
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. The application must be mailed to the Teacher Certification office at the address below. Photocopies/faxes will not be accepted.

SIGNATURE AND NOTARIZATION
The 'NOTARIZATION' section of the application must be completed by all applicants. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.

OFFICIAL TRANSCRIPTS
Official transcripts reflecting all coursework listed in the 'RECORD OF TRAINING' section must be included with the application. Photocopied, unofficial, or faxed transcripts will not be accepted. *OFFICIAL TRANSCRIPTS MAY BE OPENED, BUT NOT MARKED ON IN ANY WAY.*

FINGERPRINT CARD
1 FBI Applicant fingerprint card (Form FD-258)
If you cannot obtain the fingerprint card locally, call or email Teacher Certification to request a card be sent to you. If any section of the fingerprint card is incomplete, the entire application packet will be returned.

-OR-

EMPLOYMENT VERIFICATION
Verification of current employment in a certified position in a public school district in Alaska. You may submit a letter from the employing school district office, or a photocopy of your current contract as verification.

FOR RENEWAL OR REINSTATEMENT DURING THE SCHOOL YEAR
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.

APPLICATION FEES
The application fee for renewal is \$125.
The fingerprint processing fee is \$66. If you require fingerprint cards, submit a total of \$191.00. Fees are non-refundable.
YOU MAY PAY WITH A CASHIER'S CHECK, MONEY ORDER, OR CREDIT CARD (VISA OR MASTERCARD). **NO PERSONAL CHECKS.**

COPY OF RENEWED NATIONAL BOARD CERTIFICATION
Required ONLY for renewal of the Master teaching certificate.