

APA-1
11/96

TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION

Control 290 Department or Agency State Department of Education
Rule No. 290-3-2-.35
Rule Title: Certification Forms and Supplements

New Amend
Repeal Adopt by Reference (Check appropriate box)

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? No

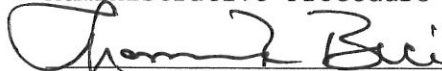
Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed rule have an economic impact? No

If the proposed rule does have an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama, 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama, 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.


Thomas R. Bice
State Superintendent of Education

11/7/96
DATE

INTENDED ACTION: Repeal Rules and Adopt New Rules

SUBSTANCE OF PROPOSED ACTION:

As it pertains to Rules 290-3-2-.02, 290-3-2-.03, 290-3-2-.17, 290-3-2-.23, 290-3-2-.24, 290-3-2-.25, 290-3-2-.26, 290-3-2-.28, 290-3-2-.29, 290-3-2-.31, 290-3-2-.32, and 290-3-2-.33, to change the certificate beginning valid period to be effective on the date of issuance.

As it pertains to Rule 290-3-2-.16, to delete the Preliminary Certificate Through Exception in Reading Approach.

As it pertains to Rule 290-3-2-.16, to create an alternative certification approach for individuals who do not meet the administrative experience requirement when applying through the Certificate and Experience Reciprocity Certification Approach.

As it pertains to Rules 290-3-2-.15 and 290-3-2-.17, to delete the Driver and Traffic Safety Education certification approaches which require testing.

As it pertains to Rule 290-3-2-.30, to delete the Interim Certificate.

As it pertains to Rule 290-3-2-.30, to create a new Driver and Traffic Safety Education certification approach.

As it pertains to Rule 290-3-2-.35, to update and add new application forms.

TIME, PLACE, MANNER OF PRESENTING VIEWS: A public hearing will be held at 1:00 p.m., January 8, 2014, Auditorium, Plaza Level, Gordon Persons Building, 50 North Ripley Street, Montgomery, Alabama. All persons wishing to express their views should contact the State Superintendent of Education (334-242-9700) no later than December 30, 2013, in order to be scheduled on the agenda. All persons wishing to express their views in writing to the State Superintendent of Education should address all written comments to the State Superintendent of Education, Gordon Persons Building, P.O. Box 302101, Montgomery, Alabama 36130-2101.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: January 8, 2014

CONTACT PERSON AT AGENCY:

Dr. Jayne A. Meyer
Alabama State Department of Education
P.O. Box 302101
Montgomery, Alabama 36130-2101
(334)242-9560



Thomas R. Bice
State Superintendent of Education

APA-2
11/96

STATE DEPARTMENT OF EDUCATION

NOTICE OF INTENDED ACTION

AGENCY NAME: State Department of Education

RULE NO. & TITLE:

- 290-3-2-.02 Basic Principles
- 290-3-2-.03 Professional Educator Certificate and Professional Leadership Certificate
- 290-3-2-.15 Preliminary Certificate Approach: For Individuals Issued a First Preliminary Certificate Beginning with the 2011-2012 Scholastic Year and Thereafter
- 290-3-2-.16 Preliminary Certificate Through Exception in Reading Approach **(Repeal)** Preliminary Certificate Through Exception in Educational Administration Approach: For Individuals Issued a First Preliminary Certificate Through Exception in Educational Administration Beginning with the 2014-2015 Scholastic Year and Thereafter **(New)**
- 290-3-2-.17 Additional Teaching Field Approach Based on a Professional Educator Certificate, Experience, and a Test Score
- 290-3-2-.23 Specialty Area Career and Technical Certificate in a Technical Education Program Area Approach
- 290-3-2-.24 Specialty Area Career and Technical Certificate in Health Science Approach
- 290-3-2-.25 Career and Technical Education Additional Teaching Field Approach Based on a Professional Educator Certificate, Experience, and an Occupational Proficiency Assessment
- 290-3-2-.26 Career and Technical Education Temporary Certificate (CTE T)
- 290-3-2-.28 Junior Reserve Officer Training Corps (JROTC) Certificate Approach
- 290-3-2-.29 Child Nutrition Program Director Certificate Approach
- 290-3-2-.30 Interim Certificate **(Repeal)** Additional Certification in Driver and Traffic Safety Education **(New)**
- 290-3-2-.31 Emergency Certificate
- 290-3-2-.32 Substitute Teacher License
- 290-3-2-.33 Renewal Requirements: Continuation or Reinstatement
- 290-3-2-.35 Certification Forms and Supplements

NEW TEXT

SUPP. NO. 14-1
290-3-2-.35

TEACHER CERTIFICATION

290-3-2-.35

290-3-2-.35 Certification Forms and Supplements. The application forms are published by the Office. Application forms may be created and modified at the discretion of the Office. Throughout the chapter, some application forms are referred to as Supplements and the titles of some Supplements have been changed to Form.

(1) **Form ABC.** Completed for applicants seeking an Alternative Baccalaureate-Level Certificate.

(2) **Form ABT.** Completed for applicants seeking a Career and Technical Alternative Baccalaureate-Level Certificate.

(3) **Form ADE.** Completed when the Alabama State Superintendent of Education is considering an exception to allow the issuance of a Preliminary Certificate Through Exception in Educational Administration.

(4) **Form ADM.** Completed when the Alabama State Superintendent of Education is considering an exception to allow the issuance of a Preliminary Certificate.

(5) **Form APF.** Completed by applicants seeking Alabama certification based on a degree earned and a teacher or instructional support preparation program completed at a university in another country.

(6) **Form APP: Application for Alabama Certification.** Completed by applicants seeking the issuance or renewal of any Alabama certificate. Form APP is being phased out.

(7) **Form CBP.** Completed by applicants seeking certification in an additional teaching field (health science or a technical education program area) at the bachelor's degree level through the Career and Technical Additional Teaching Field Approach.

(8) **Form CBT.** Completed by applicants seeking certification in an additional teaching field at the bachelor's degree level through the Additional Teaching Field Approach.

(9) **Supplement CER: Verification of Certificates Held in Other States, U.S. Territories, The District of Columbia, or The Department of Defense Education Activity (DoDEA).** Verification by the authority responsible for awarding P-12 educator credentials of certificates held in other states, U.S. Territories, The District of Columbia, or DoDEA which may be required for issuance of comparable certification in Alabama based on reciprocity.

NEW TEXT

SUPP. NO. 14-1
290-3-2-.35

TEACHER CERTIFICATION

290-3-2-.35

(10) **Form CLB.** Completed by applicants seeking Alabama certification through the National Board for Professional Teaching Standards Approach.

(11) **Form CLP.** Completed by applicants seeking Alabama certification through the Nationally Certified School Psychologist Approach.

(12) **Form CLS.** Completed by applicants seeking Alabama certification through the Speech and Language Impairment Approach.

(13) **Form CON: Request for Change of Name and/or Address.**

(14) **Form CT.** Completed for applicants seeking a Career and Technical Specialty Area 1 Certificate in Health Science or a Technical Education Program Area.

(15) **Form CTC.** Completed by applicants to convert an existing Career and Technical Level Certificate to a Career and Technical Specialty Area Certificate.

(16) **Form CTH.** Completed by applicants seeking to upgrade an existing Level or Specialty Area Certificate in Health Science.

(17) **Form CTI.** Completed by applicants seeking to upgrade an existing Level or Specialty Area Certificate in Technical Education and/or a Technical Education Program Area.

(18) **Form CTT.** Completed for applicants seeking a temporary certificate in Career and Technical Education.

(19) **Supplement CTV: Career and Technical Education Employment Verification.** Form used by superintendents and administrators to verify employment and work history of applicants seeking career technical certification.

(20) **Form DTS.** Completed by applicants seeking additional certification in Driver and Traffic Safety Education.

(21) **Form DUP: Duplicate Certificate Request.**

(22) **Form EMG.** Completed for applicants seeking an Emergency Certificate.

(23) **Supplement EXP.** Completed for verification of educational experience in Alabama or any other state, and for verification of Continuing Education Units (CEUs) earned through Alabama school systems.

(24) **Supplement IMG: Verification of Citizenship or National Status.**

NEW TEXT

SUPP. NO. 14-1
290-3-2-.35

TEACHER CERTIFICATION

290-3-2-.35

(25) Supplement KR1: Verification of a CACREP-Accredited School Counseling Program.

(26) Form KRP. Completed by applicants seeking Alabama certification in School Counseling based on completion of a CACREP-Accredited School Counseling Program.

(27) Supplement NA1: Recommendation for Certification Based on Completion of a State-Approved Program.

(28) Form NAL. Completed by applicants seeking certification based on the completion on a State-Approved Program.

(29) Supplement OAL: Recommendation for Certification Based on Completion of an Out-of-State state-approved Program in Instructional Leadership. Verification by an out-of-state college or university of the completion of an out-of-state Instructional Leader Program that has been approved by the Alabama State Superintendent of Education as being equivalent to an Alabama Instructional Leader Program.

(30) Form OTH. Completed by applicants seeking Alabama certification through certificate reciprocity or certificate and experience reciprocity.

(31) Form PFA. Completed by applicants seeking a Professional Educator Certificate or Professional Leadership Certificate based on the completion of the ABC, CT ABC, PRE, ADM, or ADE approach.

(32) Form PRE. Completed for applicants seeking a Preliminary Certificate other than by exception.

(33) Form REN. Completed by applicants for certificate renewal.

(34) Form RTC. Completed for applicants to serve as JROTC instructors.

(35) Form RTD. Completed by applicants seeking renewal of Professional Educator Certificate or Professional Leadership Certificate(s) through the Special Provisions for Some Retired Teachers.

(36) Supplement SA1. Completed by an Alabama college or university certification official, to verify admission/unconditional admission, for an individual who has been employed by an Alabama county/city superintendent or administrator of an eligible nonpublic school and are seeking a first Special Alternative Certificate.

NEW TEXT

SUPP. NO. 14-1
290-3-2-.35

TEACHER CERTIFICATION

290-3-2-.35

(37) **Form SAC.** Completed for applicants seeking a First Special Alternative Certificate.

(38) **Form SAF.** Completed for applicants seeking a Second or Third Special Alternative Certificate.

(39) **Form SLA.** Completed for applicants seeking a Level I or Level II Speech-Language Pathology Assistant Certificate.

(40) **Supplement SLA-S.** Completed for verification of appropriate supervision of speech-language pathology assistants.

(41) **Form SUB: Application for a Substitute Teacher License.**

(42) **Supplement VER: Official verification of Completion of an Out-of-State state-approved P-12 Educator Preparation Program.** Verification by an out-of-state college or university of the degree level of an educator preparation program for consideration of Alabama certification at an advanced degree level.

(43) **Form WDA.** Completed by applicants as a formal request to withdraw an application.

Author: Dr. Thomas R. Bice

Statutory Authority: Ala. Const. Amend. 284, Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

History: Adopted new, 8-4-08, effective 9-18-08; repealed and adopted new, 12-9-10, effective 1-14-11; emergency Rule to repeal filed 11-14-13; repealed and adopted new _____, effective _____.

SUPP. NO. 10-4
290-3-2-.35

TEACHER CERTIFICATION

290-3-2-.35(9)

290-3-2-.35 Certification Forms and Supplements. The following forms are published and may be modified at the discretion of the Office:

(1) **Supplement ABC.** Completed for applicants seeking an Alternative Baccalaureate-Level Certificate; must be accompanied by Form APP.

(2) **Supplement ADM.** Completed when the Alabama State Superintendent of Education is considering an exception to allow the issuance of a Preliminary Certificate; must be accompanied by Form APP.

(3) **Supplement ADR.** Completed when the Alabama State Superintendent of Education is considering an exception to allow the issuance of a Preliminary Certificate in the teaching field of reading; must be accompanied by Form APP.

(4) **Form APP: Application for Alabama Certification.** Completed by applicants seeking the issuance or renewal of any Alabama certificate.

(5) **Supplement CT.** Completed for applicants seeking a Level 1 Career and Technical Certificate in Technical Education or a Level 2 or 3 Career and Technical Certificate in Healthcare Science and Technology; must be accompanied by Form APP.

(6) **Supplement CT EV: Career and Technical Education Employment Verification.** Form used by superintendents and administrators to verify employment and work history of applicants seeking career technical certification.

(7) **Supplement CBT.** Completed by applicants seeking certification in an additional teaching field at the bachelor's degree level through the Additional Teaching Field Approach; must be accompanied by Form APP.

(8) **Supplement CER: Official Verification of Out-of-State Certificates Completed by the Issuing Authority.** Verification by the official state agency responsible for awarding P-12 educator credentials of certificates held in other states which may be required for issuance of a comparable certification in Alabama based on reciprocity; must be accompanied by Form APP.

(9) **Supplement CLA.** Completed by applicants seeking Alabama certification through one of the following: Speech and Language Impairment Approach, Nationally Certified School Psychologist Approach, or the National Board for Professional Teaching Standards Approach; must be accompanied by Form APP.

SUPP. NO. 10-4
290-3-2-.35(10)

TEACHER CERTIFICATION

290-3-2-.35(22)

- (10) **Form CON: Request for Change of Name and/or Address.**
- (11) **Supplement CT ABC:** Completed for applicants seeking a Career and Technical Alternative Baccalaureate-Level Certificate; must be accompanied by Form APP.
- (12) **Form DUP: Duplicate Certificate Request.**
- (13) **Supplement EMG.** Completed for applicants seeking an Emergency Certificate, must be accompanied by Form APP.
- (14) **Form EMP: Background Review Consent Form.** Completed by applicants submitting fingerprints for a criminal history background check.
- (15) **Supplement EXP.** Completed for verification of educational experience in Alabama or any other state, and for verification of Continuing Education Units (CEUs) earned through Alabama school systems.
- (16) **Supplement EXP/PT.** Completed for verification of educational experience in Alabama public school systems.
- (17) **Form INT:** Completed for applicants seeking an Interim Certificate.
- (18) **Supplement JRTC.** Completed for applicants to serve as JROTC instructors; must be accompanied by Form APP.
- (19) **Supplement KRP: Verification of a CACREP-Accredited School Counseling Program.** Must be accompanied by Form APP.
- (20) **Supplement NAL: Recommendation for Certification Based on Completion of a State-Approved Program.** Must be accompanied by Form APP.
- (21) **Supplement OAL: Recommendation for Certification Based on Completion of an Out-of-State state-approved Program in Instructional Leadership.** Verification by an out-of-state college or university of the completion of an out-of-state Instructional Leader Program that has been approved by the Alabama State Superintendent of Education as being equivalent to an Alabama Instructional Leader Program; must be accompanied by Form APP.
- (22) **Supplement PRE.** Completed for applicants seeking a Preliminary Certificate other than by exception; must be accompanied by Form APP.

SUPP. NO. 10-4
290-3-2-.35(23)

TEACHER CERTIFICATION

290-3-2-.35 History

(23) Form REL: Release Form for Fingerprint Processing.

(24) Supplement RTD. Completed by applicants seeking renewal of Professional Educator Certificate or Professional Leadership Certificate(s) through the Special Provisions for Some Retired Teachers; must be accompanied by Form APP.

(25) Supplement SAC. Completed for applicants seeking a Special Alternative Certificate; must be accompanied by Form APP.

(26) Supplement SLA: Completed for applicants seeking a Level I or Level II Speech-Language Pathology Assistant Certificate; must be accompanied by Form APP.

(27) Supplement SLA-S: Completed for verification of appropriate supervision of speech-language pathology assistants.

(28) Form SUB: Application for a Substitute Teacher License.

(29) Supplement VER: Official verification of Completion of an Out-of-State state-approved P-12 Educator Preparation Program. Verification by an out-of-state college or university of the degree level of an educator preparation program for consideration of Alabama certification at an advanced degree level; must be accompanied by Form APP.

Author: Joseph B. Morton.

Statutory Authority: Ala. Const. Amend. 284, Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

History: Adopted new, 8-4-08, effective 9-18-08; repealed and adopted new, 12-9-10, effective 1-14-11.