 Emergency Teacher or Administrator Certification

Teacher Certification - Alaska Department of Education and Early Development

# REQUIREMENTS

To be eligible for the Emergency Teacher or Administrator Certificate the below requirements must be met:

* Unable to meet requirements of initial, provisional, or regular certification.
* Associate degree or higher
* District Request and Assurance Form - The superintendent or chief school administrator must complete the District Request and Assurance Form. The completed original form must be included with this application.
* Completion of the four Mandatory Trainings within the previous five years. More information is available on the [Mandatory Training page](https://education.alaska.gov/teachercertification/mandatorytraining) (education.alaska.gov/teachercertification/mandatorytraining) of the Teacher Certification website.

# IMPORTANT NOTES

An Emergency Teacher or Administrator Certificate is valid only in the school district to which it is granted for the current school year. In no case will an emergency certificate be valid beyond the end of the school year in which it is granted. The endorsements granted on the Emergency Certificate will reflect the requested endorsements noted on the District Request and Assurance form. The endorsements must reflect the subject areas or job responsibilities to which the applicant will be assigned.

Individuals holding an Emergency certificate will not be endorsed in Special Education and may not be placed in a Special Education position.

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# PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:      State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

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.

# BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering “yes” or “no” to the questions as they apply to you. If the answer to any of these questions is “yes,” provide a written, detailed explanation of the incident and sign it. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence. It is not necessary to provide a written explanation of a minor traffic violation.

1. Have you been convicted for a violation of criminal law, except for minor traffic violations?
Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI). Yes [ ]  No [ ]
2. 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 [ ]
3. Is there action pending to revoke or suspend a certificate issued to you by another jurisdiction?
If “yes,” list the agency, including contact information as well as the purpose of the investigation or inquiry. Yes [ ]  No [ ]
4. Have you ever had any adverse action taken on any certificate or license by another jurisdiction?
Adverse action includes letters of warning, reprimands, suspensions, revocations, surrenders, or voidance. Yes [ ]  No [ ]
5. Have you ever been investigated by another certification agency for allegations of misconduct?
If “yes,” list the agency, including contact information as well as the purpose of the investigation or inquiry. Yes [ ]  No [ ]
6. 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 here. If you need additional space, provide the detailed statement in the response area provided below.

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# ETHNICITY

Check the box that most appropriately applies to you.

**[ ]  African American**: A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.

**[ ]  Alaska Native**: A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one- quarter blood derived from these ancestors. This may include, for example, any person of Yup’ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.

**[ ]  American Indian**: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**[ ]  Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**[ ]  Caucasian**: A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**[ ]  Hispanic**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**[ ]  Native Hawaiian or Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**[ ]  Two or more races**: A person who primarily identifies their ethnic heritage with more than one subgroup.

# EMPLOYMENT STATUS

Are you currently under contract or have been offered a contract with a public school district in Alaska? Yes [ ]  No [ ]
If yes, please complete the following:

Alaska public school district:      Beginning contract date:

Position description:      Location:

# RECORD OF TRAINING

Official transcripts from the colleges/universities where you earned your degrees or completed your state-approved preparation program must be included with the application. If you completed your degree outside of the United States, a complete, original Foreign Evaluation must be submitted with your application. For more information concerning [Foreign Evaluations](https://education.alaska.gov/teachercertification/outside-programs). (education.alaska.gov/teachercertification/outside-programs).

**Official transcripts should be sent directly to you and included with your application packet, not sent directly to the Teacher Education & Certification Office.** **Official transcripts and/or Foreign Evaluations may be opened, but not marked on in any way. Unofficial, photocopied, electronic, or faxed transcripts or evaluations will not be accepted.**

List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Attach an additional sheet of paper if necessary.

**Degree(s) Earned Institution City, State Major / Program Date Completed**

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# MANDATORY TRAININGS

You must have completed the four mandatory trainings within the five years prior to the date of application. Submit the four DEED eLearning certificates of completion. If the four mandatory trainings were provided by your school district, NOT through the Department of Education and Early Development’s eLearning site, the [Mandatory Training Record form](https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) (education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) must be completed by your school district’s appointed designee in place of the certificates of completion.

Mandatory Trainings DEED District Date of Completion

Sexual abuse awareness and prevention (AS 14.30.355) [ ]  [ ]

Suicide awareness and prevention (AS 14.30.362) [ ]  [ ]

Alcohol or drug related disabilities (AS 14.20.680) [ ]  [ ]

Dating violence awareness and prevention (AS 14.30.356) [ ]  [ ]

# FEE SCHEDULE

The certificate fee is $200.00. The background check processing fee is an additional $60.00. You may pay with a credit card via the DEED Online Payment Center, cashier’s check, or money order (payable to DEED). Fees are non-refundable**. Personal checks will not be accepted.**

If payment is made through the Teacher Certification Online Payment Center a copy of the payment receipt must be submitted with this form. [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter) (education.alaska.gov/teachercertification/PaymentCenter)

# WAIVED REQUIREMENTS

Check all that requirement you need to have waived and provide a reason for each requirement you are not able to satisfy.

**[ ]  Program Verification**

**[ ]  Bachelor’s Degree**

**[ ]  Passing scores on a Basic Competency Exam (BCE)**

[ ]  **Passing scores on a Content Area Exam**

I am not able to provide the requirements selected above due to the following: (attach an additional sheet of paper if necessary)

# CHECKLIST

**[ ]  Completed Emergency Certificate Application**

**[ ]  Original District Request and Assurance Form--(https://education.alaska.gov/teachercertification/apply)**

**[ ]** [**Official Transcripts**](https://education.alaska.gov/teachercertification/transcripts) **(education.alaska.gov/teachercertification/transcripts)**

**[ ]** [**Fingerprint card**](https://education.alaska.gov/teachercertification/fingerprints) **(education.alaska.gov/teachercertification/fingerprints)**

**[ ]** [**Mandatory Trainings (Certificates of completion from DEED or Mandatory Training Record form)**](https://education.alaska.gov/teachercertification/mandatorytraining) **education.alaska.gov/teachercertification/mandatorytraining)**

[ ]  [**Payment Receipt/Money Order/Cashier’s Check**](https://education.alaska.gov/teachercertification/PaymentCenter) **(education.alaska.gov/teachercertification/PaymentCenter)**

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:
Email: Teacher Certification (tcwebmail@alaska.gov) Phone: (907) 465-2831 Fax: (907) 465-2441
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (education.alaska.gov/teachercertification)

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To qualify for a subsequent teacher or administrator certificate, an applicant is required to satisfy the requirements waived to gain the emergency certificate.

# NOTARIZATION

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

I have read the ***IMPORTANT INFORMATION*** concerning the certificate for which I am applying. I understand that I must satisfy all the requirements waived to gain the emergency certificate in order to qualify for subsequent certification in Alaska. If I do not satisfy the requirements, I understand that I will not be eligible for Alaska certification and will not be eligible to hold a position in an Alaska public school.

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:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

# SUBMIT YOUR APPLICATION

Mail a single application packet with all the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development

Teacher Education & Certification

PO Box 110500

Juneau, AK 99811-0500

**scanned or faxed application packets will not be accepted**

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# FINGERPRINT CARD AND CRIMINAL HISTORY REPORT

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application per AS 14.20.020. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification.

The Teacher Education & Certification Office cannot accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) per AS 12.62.160(a) (5) and the Federal Bureau of Investigation (FBI)

If there is an error on your criminal history report, you may request the DPS correct the information. To begin the correction process, you must complete and submit a ***“Request to Correct Criminal Justice Information”*** form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, DPS has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. Find more information concerning criminal history reports at [DPS’s website](https://dps.alaska.gov/Statewide/R-I/Background/Home). (dps.alaska.gov/Statewide/R-I/Background/Home).

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification office (tcwebmail@alaska.gov) to request a card be sent to you via U.S.P.S. Find more information and instructions concerning fingerprint card requirements on the [teacher certification webpage](https://education.alaska.gov/TeacherCertification/fingerprints.html) (education.alaska.gov/TeacherCertification/fingerprints.html).

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

# PRIVACY STATEMENT

Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.