 Renewal or Reinstatement Application

Teacher Certification - Alaska Department of Education and Early Development

# REQUIREMENTS

Alaska certificates that are at least 5 years in duration are renewable certificates. A renewable certificate may be renewed one year prior to its expiration date. A renewable certificate that has been expired for less than one year may be reinstated.

To renew a five-year certificate, applicants must meet the following requirements prior to the expiration date of their certificate:

From the issue date of the certificate being renewed, applicants must have completed:

* Six renewal credits; and
* Four [**Mandatory Training**](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) within the previous five years.

**Renewal Credit**

Each of the following equals one renewal credits:

* One semester hours of credit earned from a regionally or nationally accredited university or college
* One and a half quarter hours of credit earned from a regionally or nationally accredited university or college
* 15 hours of pre-approved non-academic credit, and
* 15 hours of continuing education units from an approved provider

The six renewal credits must be related to or required for:

* The certificated person’s employment at the time of renewal, if the employment requires a certificate;
* The certificated person’s endorsements, or
* A state-approved preparation program that will lead to an endorsement that the certificated person seeks to acquire.

When renewing you may use any combination of university credits, upper division or lower division, continuing education units (CEUs) or non-academic credits.

Visit our website for more Information on the [Non-Academic Credit & CEUs](https://education.alaska.gov/teachercertification/non-academic-credit-CEU-info) (https://education.alaska.gov/teachercertification/non-academic-credit-CEU-info).

**Reinstatement Information**

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 until you have reinstated your certificate. 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

If a renewable certificate has been expired longer than one year, it is no longer eligible to be reinstated. Individuals who have held a renewable certificate that has been expired more than a year must apply for an Initial or Reemployment certificate and meet all current requirements for the 5-year certificate.

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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 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 on a separate sheet of paper and sign it.

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# EMPLOYMENT STATUS

Answer the question regarding your current or potential employment with a public school district in Alaska.

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:

# CERTIFICATION INFORMATION

Indicate the issue date(s) of the five-year certificate (s) you are renewing or reinstating.

Professional Teacher:       Type B Administrative:

Master Teacher:       Type C Special Services:

If you are renewing a Type M Limited certificate, please apply for the Type M Renewal. Contact your school district for the Type M renewal application.

RECORD OF TRAINING (College & University)

List all college/university coursework completed since the effective date of the certificate you are renewing or reinstating. **One (1) quarter hour is equivalent to two-thirds (2/3) of a semester hour.**

**Semester Credit Semester/Quarter**

**College or University City, State Hours Earned Attended**

           

RECORD OF TRAINING (CEUS & NON-ACADEMIC CREDIT)

Continuing Education Units (CEUs) or non-academic credit may be used to fulfill from one to six credits for renewal of a five-year certificate. For each CEU and non-academic credit indicate the name of the organization, the training location, the total contact hours, the CEU equivalent, and the date of attendance.

**Total CEU**

**Organization Training Location Hours Equiv\*\* Dates of Attendance**

**Fifteen (15) contact hours equals one (1) Continuing Education Unit (CEUs) at a single event – no partials are granted.**

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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) (https://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)

# FINGERPRINT CARD/EMPLOYMENT VERIFICATION

Verification of current employment in a certified position in a public school district in Alaska will be accepted in lieu of one (1) FBI applicant fingerprint card (Form FD-258). You may submit a letter from the employing school district office, a salary placement statement or a photocopy of your current official, signed contract as verification.

* **For Applications During the School Year:** Submit employment verification for the current school year.
* **For Applications 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.

# FEE SCHEDULE

The certificate fee for each certificate being reinstated is $200.00. The background check processing fee is an additional $60.00. The fee for Continuing Education Units and Non-Academic credits is $50 per CEU/Non-Academic credit being used. 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) (https://education.alaska.gov/teachercertification/PaymentCenter)

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# CHECKLIST

You must submit all of the items required in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet.

Completed Renewal/Reinstatement Application

Six renewal credits

Official Transcripts(if applicable)

Continuing Education Unit Certificates (if applicable)

FBI Fingerprint Card (FD 258)

-OR-

Current Employment Verification

Mandatory Trainings (Certificates of completion or transcripts from DEED E-Learning or Mandatory Training Record Form)

State or Federal photo identification Include a copy of your state or federal photo identification.

Copy of Renewed National Board Certificate (Master Teacher Certification Only)

Online Payment Center Receipt/Money Order/Cashier’s Check

# SIGNATURE

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. I acknowledge that I have read and will adhere to the [State of Alaska Code of Ethics of the Education Profession](https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf) (https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf). This becomes part of my official record.

Applicant Signature: Date:

# MAIL 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**

# CONTACT TEACHER CERTIFICATION

Email: [Teacher Certification](mailto:tcwebmail@alaska.gov) (tcwebmail@alaska.gov)   
Phone: (907) 465-2831 Fax: (907) 465-2441  
[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)

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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). (https://dps.alaska.gov/Statewide/R-I/Background/Home).

If you cannot obtain a fingerprint card locally, email the [Teacher Education & Certification](mailto:tcwebmail@alaska.gov) 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.