UAB CERTIFICATION HANDBOOK

for

UNDERGRADUATE STUDENTS

Congratulations!

You are nearing the end of your preparation for becoming a teacher. You must now finish that process by documenting to the Alabama State Department of Education (ALSDE) that you've completed all their requirements for a Professional Educator's certificate. In order to do so, you need to submit paperwork to the Office of Student Services to apply for your Professional Educator's certificate. We will verify that you meet all degree and certification requirements and then submit your paperwork and recommendation for certification to the Alabama State Department of Education (ALSDE). This handbook is designed to help you through the application process.

Please read and follow these directions carefully!

While lengthy, these instructions are designed to get your certification application to the Alabama Department of Education (ALSDE) in a timely manner after graduation. Please print, read, and follow these instructions carefully since ***inaccurate, incomplete, or outdated packets may be returned to you when we verify your application after graduation.*** **An inaccurate or incomplete Form APP is a basis for revocation or non-issuance of a certificate. Inaccurate or incomplete forms may be returned to you by mail for you to correct and resubmit to the Office of Student Services.**

Please let any of us in the Office of Student Services (Room 100) know how we can help.

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THE CERTIFICATION PROCESS

You will receive your degree from UAB, but the Alabama State Department of Education (ALSDE) actually issues your Professional Educator's certificate. This means you will receive a Bachelor of Science degree from UAB and a Class B Professional Educator's certificate from the state of Alabama. Because graduation and certification are two different things, the processes involved are also different.

So how does the certification process work? The times below are not exact and are subject to change.

WHO	WHAT	WHEN
YOU	**turn in certification application packet to the Office of Student Services**	**during the semester you are graduating from UAB ***
UAB PRESIDENT	**hosts Commencement Ceremony**	**1-3 days after last day of finals**
UAB REGISTRAR	**posts grades**	**1-5 days after commencement**
UAB REGISTRAR	**posts degrees**	**1–3 weeks after grades post**
UAB REGISTRAR	**prints & delivers official transcripts**	**1-3 weeks after degrees post**
UAB SCHOOL OF EDUCATION	**verifies & mails paperwork to the ALSDE to recommend individual students for Professional Educator's certificates**	**1 week – 2 months after official transcripts received from the UAB Registrar's Office**
ALSDE	**scans applications into their database**	**2 weeks after being received from UAB**
ALSDE	**issues certificate**	**6 months after being received from UAB**

* VERY IMPORTANT: There will be a priority deadline for fall 2010, spring 2011, and summer 2011 graduates. Priority means that you will need to have your completed certification application packet turned in to the Office of Student Services by this date to ensure that your certification application packet is sent to the Alabama State Department of Education (ALSDE) in a timely manner. The application packets received by this deadline will be among the first batches to be processed and submitted to the Alabama State Department of Education (ALSDE). Application packets submitted after the priority deadline will be processed in the order that they are received in the Office of Student Services. Application packets received after the priority deadline will be processed after the priority applications have been submitted to the Alabama State Department of Education (ALSDE).

THE PRIORITY DEADLINES ARE:

- **December 6, 2010 – Fall 2010**
- **January 11, 2011 – Spring 2011**
- **June 8, 2011 – Summer 2011**

LETTER OF COMPLETION POLICY

After your degree is posted by UAB and before you receive your Professional Educator's certificate from the Alabama State Department of Education (ALSDE), we can verify that you've graduated and that you have applied for teacher certification through a letter of completion. This letter states that you have received your degree and have applied for Class B certification through the Office of Student Services. Letters of completion must be requested and are not automatically given to students.

Your degree must be awarded by UAB and <u>all</u> program requirements must be met to be eligible for a letter of completion. These program requirements also include passing your final portfolio, comps, or any testing required for your program, and submission of a completed certification application packet (with a final official copy of your UAB transcript received by our office after graduation from the UAB Registrar's Office). A letter of completion will not be released to you until the Office of Student Services can verify that all requirements have been met for your program.

In order to request a letter of completion, you must contact the Office of Student Services at 205-934-7530. Your request will be documented and processed in a timely manner. You will be contacted by a representative from the Office of Student Services when the letter of completion has been processed and available to be picked up in our office. Only one letter of completion is processed for each student. Letters of completion will not be faxed, mailed, or emailed to a third party (i.e., school system). Once you receive your letter of completion, it is the student's responsibility to make copies and submit them to potential employers.

SHOULD YOU APPLY FOR A CERTIFICATE?

We always recommend that you apply for your Alabama Professional Educator's certificate during the semester in which you are graduating from UAB. The certification process for both UAB and the Alabama State Department of Education (ALSDE) is a long and meticulous one. If you submit your paperwork to apply for your Professional Educator's certificate during your last semester before you graduate, this will insure that your paperwork will be submitted to the Alabama State Department of Education (ALSDE) in a timely manner. The longer you wait to apply for your Professional Educator's certificate, the longer it will take for you to receive it from the Alabama State Department of Education (ALSDE). You need to apply for your Professional Educator's certificate even if you plan to move out of state, or you think there will be a delay between graduation and your first job as a teacher.

WHY?

The Alabama State Department of Education (ALSDE) requires that all certification applicants must meet state requirements currently in effect at the time of their application. The Alabama State Department of Education (ALSDE) gives you a 60 month time frame to apply for your Professional Educator's certificate after you complete your program and graduate. Applicants who apply for certification more than 60 months from the date of program completion/graduation must meet all UAB and state requirements in effect at the time of their application. These current requirements may differ from the ones in effect at the time of your program completion/graduation. As a result, you may be required to complete more coursework, testing, and/or other requirements established by the Alabama State Department of Education (ALSDE).

STEP 1: FORM APP

- Print out the current Application for Alabama Certification (Form APP 07/2010) at http://www.alsde.edu/html/sections/documents.asp?section=66&footer=sections. This link will direct you to the Alabama State Department of Education (ALSDE) website. The list of forms the website gives you is in alphabetical order. To locate the link for Form APP 07/2010, you will need to scroll down the list until you find the link. **The Alabama State Department of Education (ALSDE) will not accept previous or outdated versions of the Form APP from UAB.** If an outdated Form APP is submitted to the Office of Student Services, you will be contacted to complete the current Form APP. This will delay the certification application process for you.

- **Type or use black ink to complete the following sections:**

  Section I: You will need to check the first three boxes in Section I. The last two boxes are for UAB use only.

  Section II: All information is required, including ethnic origin, race and sex in the **For Statistical Purposes Only** section.

  Use a mailing address that will be valid 6 to 9 months after graduation.

  Check the email address you put in this section at least once a week until you receive your Professional Educator's certificate from the Alabama State Department of Education (ALSDE).

  Section III: Be sure to print your name and social security number at the top of page 2.

  Check the second box (Alabama State-Approved Program). The other boxes in Section III need to be left blank.

  Section IV: You will need to leave this section blank. This section is only completed by an employing Alabama county/city superintendent or non-public school administrator.

  Section V: Be sure to print your name and social security number at the top of page 3.

  List *every* school attended after high school, including UAB in the **Record of Education** section. If you attended more than three schools, there is an additional sheet located at the end of the handbook on page 10.

  Only list the city and state of each school attended for the **Location** section.

  Use years (i.e., 2004-2008) for the **Dates Attended** section. You can check your UAB transcript through BlazerNET (in the Banner Self-Service channel) if you are unsure of these dates. Please contact askit@uab.edu for assistance with BlazerNET.

  Your degree from UAB is a Bachelors of Science or BS degree.

  Section VI: Since you do not include student teaching, substitute, or teacher aid experience in this section, write **"None"** in this section.

  Section VII: Since you are applying for your first Professional Educator's certificate, write **"None"** in this section.

  Section VIII: Write **"None"** in this section.

Section IX:	The month and year are required for the Basic Skills Assessment information in Part A of Section IX. The number, name, and date you took the Praxis II subject assessment is required for Part B of Section IX.
	Be sure to check submitted or to be submitted in Part B. When you check one of these areas, it means that your score report has been electronically submitted or will be electronically submitted by ETS to the Alabama State Department of Education (ALSDE).
Section X:	Be sure to print your name and social security number at the top of page 4.
	Read the questions carefully and check yes or no for all three boxes. If you check yes to any of the questions under Section X, you will need to provide documentation in a sealed envelope with your certification packet.
	Read the disclaimer from the Alabama State Department of Education (ALSDE) before you date and sign your application under Section X.
	Date and sign the application under the disclaimer.
	Check if you want your certificate sent to you or to an employer (i.e., school system). We highly recommend that you have your certificate mailed to you instead of to an employer and/or school system.

STEP 2: CERTIFICATE FEE

- It is now mandatory that you make an online payment for your Professional Educator's certificate at the Alabama State Department of Education (ALSDE) website at the link below:

  http://www.alsde.edu/html/OnLinePayments.asp.

- **No other forms of payment will be accepted by the Office of Student Services.**

- The Alabama State Department of Education (ALSDE) charges $30 (plus a convenience fee of $4) for each Professional Educator's certificate. **For example, Early Childhood and Elementary Education are considered two separate certificates and require a total of $60 plus the $4 convenience fee.**

- **Once you make your payment, do not forget to print out your confirmation page or receipt of your payment. You will have to include a copy of your confirmation page with your certification application packet. We are required to submit this copy with your certification application packet as verification of your payment to the Alabama State Department of Education (ALSDE).**

STEP 3: OFFICIAL UAB TRANSCRIPT

- Requesting your official UAB transcript is part of the certification application process. However, your official UAB transcript will arrive separately after graduation from the actual paperwork you submit to the Office of Student Services. In order to be official, your UAB transcript has to come directly from the UAB Registrar's Office. You must request and pay for an official UAB transcript through the UAB Registrar's Office in order for it to be released to our office for inclusion with your certification application packet. **Do not send your official UAB transcript directly to the Alabama State Department of Education (ALSDE).**

- **You must request your official UAB transcript through the UAB Registrar's Office as close to graduation as possible.** This insures that your request will not be processed too early. If you make a request too early, your official UAB transcript will most likely not have your degree posted to it. If your official UAB transcript is received in the Office of Student Services without a degree posted, you will have to make a second request and pay for another transcript. Your certification application packet can not be submitted to the Alabama State Department of Education (ALSDE) until an official UAB transcript with your degree posted to it is received in the Office of Student Services directly from the UAB Registrar's Office.

- **This official UAB transcript request for Teacher Certification is solely for the certification application process. If you need official UAB transcripts sent to a potential employer or for your own records, you will need to make a separate request for additional official UAB transcripts through the UAB Registrar's Office.**

- The UAB Registrar's Office will not release an official UAB transcript to us unless you have cleared all financial obligations to UAB.

- The current fee for an official UAB transcript is $5. Options for transcript requests can be found at http://students.uab.edu/dept/show.asp?durki=37229. When you click on the link, you will be directed to the Current Students section of the website. You will need to scroll down to the bottom of the page and click on **Transcripts/Grade Reports**. The options provided for making transcript requests are online, by mail, by fax, or in person.

- **If you choose to make your transcript request online through BlazerNET, the following steps will help you with this process:**
  Step 1: Sign in to BlazerNET with your BlazerID and password.

  Step 2: Once you are logged on to BlazerNET, you will need to click on the **Student Resources** tab.

  Step 3: In **Student Resources**, you will need to click on the **Banner Self-Service** link. A drop down menu will appear and you will need to click on the **Student** link, the **Student Records** link, and lastly the **Request Printed Transcript** link.

  Step 4: The first screen you come to will be titled **Transcript Request Address**. In this screen, you will only need to type in **Teacher Certification** next to the area beside the **Issue to:** field. Once this is completed, you will click **Continue**.

  Step 5: The second screen will be titled **Select Transcript Type**. You will first need to click on the drop down menu beside **Transcript Type** and select **Official Transcript**. You will need to make sure that **Teacher Certification** is typed in beside the **Issue to:** field. The address you need to type in is listed below. Once this step is completed, click **Continue**.

  > **Street Line 1: Attn: Kelli Lloyd**
  > **Street Line 2: Office of Student Services**
  > **Street Line 3: 901 13th Street South, Room 100**
  > **City: Birmingham**
  > **State or Province: AL – Alabama**
  > **Zip or Postal Code: 35294**
  > **Nation: None**
  > **Area Code: Leave this field blank**
  > **Fax number: Faxed transcripts will not be accepted. Leave this field blank.**
  > **Extension: Leave this field blank.**
  > **International Access Number: Leave this field blank.**

Step 6: The third screen will be titled **Transcript Request Options**. You will need to select **1** for **Number of Copies**. You need to select **Yes** for **Official Transcript**. For **Print Transcript**, you will need to select **Hold for degree**. **If you request a transcript after graduation and your degree is already posted, you will need to select Print as soon as possible**. Your degree must be posted in order for your transcript to be submitted to the Alabama State Department of Education (ALSDE). For **Delivery Method**, you need to select **Standard US Mail $5 per copy**. Once this step is completed, click **Continue**.

Step 7: The fourth screen will be titled **Transcript Request Summary**. Review your selections and make sure they are correct. If no changes need to be made, click **Submit Request**. This will direct you to the area of the system that you will pay for your transcript online and complete your transcript request.

STEP 4: CERTIFICATION APPLICATION AUTHORIZATION FORM

- Complete the Certification Application Authorization Form (page 11 of this handbook).

- Make sure that all requested information is correct and filled out completely on the form.

- **This form allows the Office of Student Services to verify your program and the area of certification you are applying for with the Alabama State Department of Education (ALSDE).**

- Your signature on this form verifies that:

  1. You have read this handbook and understand its contents.

  2. You understand that submission of an incomplete, inaccurate, or outdated certification application packet may result in the return of the entire packet to you by mail.

  3. You authorize UAB and the School of Education to submit your certification application packet to the Alabama State Department of Education (ALSDE).

STEP 5: TEST RESULTS

Gather and make **copies** of these other required documents:

- Score report showing passing score on the Basic Skills Assessment of the APTTP

- Score report showing passing score on the appropriate subject assessment for the Praxis II test

- Letter from your department verifying a passing score on the departmental comprehensive exam (if required by your program) and/or portfolio

(Step 5 continues on page 8)

- If your department requires you to complete a final portfolio for your program, a representative of that department will contact the Office of Student Services at the end of the semester when you complete and pass your portfolio.

- **If you graduated before fall 2009 and are just now applying for certification, you will need to supply the Office of Student Services with verification that you completed and passed your portfolio (or comps), Basic Skills test, and Praxis II test.**

- The Office of Student Services in no longer receiving official paper score reports for the Basic Skills (APTTP) and Praxis II tests as of September 2009. The School of Education will accept photocopies of the score reports sent to you for our purposes. However, the Alabama State Department of Education (ALSDE) requires official score reports for the Basic Skills (APTTP) and Praxis II tests. The reports are requested by you at test time to be sent electronically by the Educational Testing Service (ETS). The Alabama State Department of Education (ALSDE) will not accept other forms of your score reports. Contact information for ETS involving Praxis II score reports is 1-609-771-7395 or 1-800-772-9476. You can also visit their web site at www.ets.org. You can find information involving the APTTP program on the Alabama State Department of Education (ALSDE) website at www.alsde.edu/html/apttp.asp.

STEP 6: TURN IN YOUR APPLICATION

Staple the following documents together and turn in to the Office of Student Services *during the semester in which you are graduating and/or completing program requirements.* **Keep in mind that requesting your official UAB transcript is part of the certification application process. However, your official UAB transcript will arrive directly from the UAB Registrar's Office and will be separate from the actual paperwork you submit to the Office of Student Services.**

_____ Form APP (fully completed)

_____ Copy of receipt showing online confirmation of certification fee payment

_____ Certification Application Authorization Form (fully completed)

_____ Score report showing passing score on the Basic Skills Assessment of the APTTP (if needed by the Office of Student Services-refer to Step 5)

_____ Score report showing passing score on the subject assessment for the Praxis II (if needed by the Office of Student Services-refer to Step 5)

_____ Letter from department verifying passing score on departmental comprehensive exam and/or portfolio (if needed by the Office of Student Services-refer to Step 5)

_____ **Request an official UAB transcript through the UAB Registrar's Office as close to graduation as possible**. Your official UAB transcript will be sent directly to the Office of Student Services from the UAB Registrar's Office when degrees post after graduation.

A FEW FINAL REMINDERS

Your certification application packet cannot be forwarded to the Alabama State Department of Education (ALSDE) until you have graduated and all certification requirements have been completed. A few of these requirements are listed below:

- Pass the Basic Skills Assessment of the APTTP and pass the appropriate subject assessment for the Praxis II test. Results should be sent to both UAB & Alabama State Department of Education (ALSDE).
- A cleared background check through the Alabama State Department of Education (ALSDE)
- Pass the departmental comprehensive exam and/or portfolio for your program (contact department for information)
- Complete an application for degree
- Complete your internship and other state-approved program course requirements
- Clear all financial obligations to UAB
- Hold a minimum 2.50 GPA at degree

Congratulations and Best Wishes!!

FORM APP – continued

NAME: _____**SSN:**_____

V. Record of Education (continued)

NAME OF COLLEGE OR UNIVERSITY	LOCATION	DATES ATTENDED	DEGREE

Certification Application Authorization

Undergraduate

Name:_____
(as it appears on UAB records)

Email Address: _____

Social Security No.:_____ Daytime Phone:_____

Program: _____
(list program and grade levels – i.e., Early Childhood and Elementary Education P-6)

Expected Completion Date:_____
Semester   Year

I understand that:

- Submission of an incomplete, inaccurate, or outdated certification application packet may result in the return of the entire packet to me by mail, and
- My degree must be posted and all certification requirements met before UAB can forward my certification application packet to the Alabama State Department of Education (ALSDE) for the issuance of my Professional Educator's certificate.

By my signature I verify that I have read and understand the UAB Certification Handbook for Undergraduate students. I authorize UAB and the School of Education to submit my certification application packet including my college and university transcripts to the Alabama State Department of Education (ALSDE) upon the successful completion of all program and certification requirements.

_____   _____

Signature   Date