

## **How to Apply for CACREP Certification:**

**Certification application deadlines:** Students can prepare certification paperwork before they graduate to insure processing time.

December graduates – Due November 1<sup>st</sup>

May graduates – Due April 1<sup>st</sup>

Summer graduates – Due July 1<sup>st</sup>

**Google: “University of Montevallo, Certification” or use the link below:**

<https://www.montevallo.edu/academics/colleges/college-of-education/teacher-education-services/certification/>

**If you are completing your certification paperwork during the Certification Workshop, please save all documents and forward them in one email to Christi Ellison ([celliso6@montevallo.edu](mailto:celliso6@montevallo.edu)) with your name in the Subject Line of the email. Mrs. Ellison will print the documents for your original signature and copy your citizenship documentation.**

### **COMPLETED APPLICATION PACKET INCLUDES FOUR DOCUMENTS:**

#### **1. Certification Application: Form KRP (Certification App)**

- This is a fillable pdf. ALSDE will not accept hand-written applications.
- Use your permanent home address and email. UM Forum email will be disabled six (6) months after graduation.
- The ALSDE # is the same as your TCert # (sometimes also called or AIM #). You can look up your TCert # at <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>.
- Do not fill in your signature. After printing the document, you will sign with original signature.
- Check your Social Security number for accuracy. Fill in your name and SS# at the top of each page.
- Do not print application front/back.
- Do not staple documents. You may use a gem clip. The ALSDE will not accept documents stapled together.

#### **2. Supplement CIT form: Form Supplement CIT (Proof of Citizenship)**

- This is a fillable pdf. ALSDE will not accept hand-written forms.
- Check your Social Security number for accuracy. Make sure your name and SS# is at the top of each page.
- Mark the correct box for form of identification on Page 2 (Chart A).
- Do not fill in your signature. After printing the document, you will sign with original signature.
- Please note this is a two-page form. Do not print front/back.
- The ALSDE requires citizenship documentation for all teacher certification applicants. If using your driver's license (for example- it must be an Alabama driver's license), please submit a copy of the front and the back on one page. Also, make sure the copy is clearly legible. Please attach the required documentation to the Supplement CIT form with a gem clip.

#### **3. Certification Payment Information: [appengine.egov.com/apps/al/adoe/payments](http://appengine.egov.com/apps/al/adoe/payments)**

- Pay online and print your receipt to include with your certification application. If you were unable to print a confirmation after payment, ALSDE will send you a confirmation email (check SPAM or JUNK email). If you are attending the Certification Workshop, you may forward this by email to Mrs. Ellison at [celliso6@montevallo.edu](mailto:celliso6@montevallo.edu) to print. Please include your name in the subject line of the email.
- Please note: All certificates are \$30.00 plus a \$4.00 processing fee. You will need a debit or credit card.

4. *Supplement KR1 form*: **(Only complete the top biographical information. The remainder of the form will be completed and signed by the Certification Officer)**

- This is a fillable pdf. ALSDE will not accept hand-written forms.
- Use your permanent home address and email. UM Forum email will be disabled six (6) months after graduation.
- Check your Social Security number for accuracy.
- Teacher Education Services office will submit this form to ALSDE along with your University of Montevallo official transcript.

**The student is responsible for sending the KRP (Certification Application), Supplement CIT form with supporting documentation, payment confirmation email, other college or universities e-scripts or official transcripts in a sealed envelope, and NCE scores in a sealed envelope directly to the Alabama State Department of Education.**

Alabama State Department of Education  
*Educator Certification Section*  
5215 Gordon Persons Building  
Post Office Box 302101  
Montgomery, AL 36130-2101

**Important Points to Remember:**

- Completed Supplement KR1 forms should be submitted to the Teacher Education Services office in Wills Hall 207 in person or via U.S. postal mail. Scanned images will not be accepted. Original signatures are required. Do not overnight, as we may not be in the office to receive and accept.
- Submitting the KR1 form after the TES deadline **may** cause a delay in processing. Completed forms received after the deadline will be processed collectively and sent in a separate submission to ALSDE.
- TES will begin processing Supplement KR1 forms and request official transcripts after graduation and usually have them processed and sent to the ALSDE within two weeks after graduation. A Verification of Graduation will be emailed to your UM forum email the week after graduation. This can be given to the Human Resources Department for the school or district you are applying for employment.
- You may go ahead and submit the Form KRP, Supplement CIT, and payment to ALSDE as the documents will be scanned in by the State Department. It does not matter the order the documents are received. Everything will be waiting in the person's file until it is assigned to a specialist for review.
- Candidates may check their certification status with the Alabama State Department of Education at: [www.tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx](http://www.tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx).
- **Makes copies of all documents for your records.**
- NCE Scores: After taking the NCE, it can take weeks/months to receive your scores. In order to expedite this process, you can request your scores be express mailed for a fee of \$25.00 or overnight mailed for a fee of \$75.00. These scores need to be sent directly to the ALSDE. If the scores are delivered to your home address – **DO NOT OPEN THE ENVELOPE AS IT MUST BE SENT IN A SEALED ENVELOPE** to the State Department.
- Praxis Scores: A successful Praxis score must be sent to the Alabama State Department of Education.

Thanks!

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