

Guidelines for Employed Candidates

Occasionally, Alternative Master's degree students are employed by local superintendents by way of provisional licensure or alternative certification granted upon her/his request by the Alabama State Department of Education. It has been the policy of the CEHD to cooperate with superintendents and candidates in these situations. However, to ensure that eligibility for UM program completion and recommendation for certification are not compromised, students should closely review the following guidelines prior to accepting employment:

- P-12, Secondary, Elementary, Collaborative (Special Education), and Education of the Deaf and Hard of Hearing students must be employed full-time on an Interim Employment Certificate (IEC) in their teaching field.
- Students must be employed at a SACS (Southern Association of Colleges and Schools) accredited school and be employed full-time at the grade level(s) and teaching field area for which certification/program completion is sought.
- P-12 or K-12 students must be employed at the middle grades (grades 6, 7, and 8). P-12 or K-12 students whose employment is limited to one level (example – elementary) are required to complete a three semester hour practicum (90 hours), ED 599, to meet UM and ALSDE requirements at the other level (example – secondary) for program completion and certification.
- Even when employed on an IEC, students must meet all UM and state department internship requirements prior to the internship semester.
- Interns employed outside of the standard forty mile radius, may be required to pay for supervisor travel expenses beyond the standard forty miles.

The following information is needed to complete your employed internship documentation:

- *Teaching Assignment and Verification for Employed Interns* form verifying employment, teaching area, and assignment of a mentor. The mentor must hold a master's degree and have at least three years of teaching experience in your teaching field. The form can be found on the TES website and should be completed by the hiring principal or HR department.

For the first IEC:

- Please refer to the TES webpage for IEC procedures.

For the second or additional IEC application:

- Verification of the IEC certificate must be on record with the online ALSDE T-Cert Portal before you will be allowed to participate in the internship.

Frequently Asked Questions

- *May I accept a regular teaching position BEFORE my internship semester begins?* Yes, only if you are an Alternative Master's Degree student and meet the guidelines shown above
- *I am an undergraduate student. May I accept a regular teaching position before I graduate?* No, you must have a bachelor's degree and be admitted to an Alternative Master's Teacher Education Certification Program in order to obtain the necessary IEC. You may be eligible to serve as a long term substitute; check with Mary Howard before you accept any position to see if you meet the requirements.
- *May I accept a substitute or teaching position AFTER my internship semester begins and before its completion, even if it does not involve significant changes to my internship placement?* Changes in internship can only be made after successful edTPA results have been received by the TES and only if the intern meets specific requirements. No intern should accept a position before consulting with the TES.

Additional questions or concerns should be directed to the Office of Teacher Education Services, 205-665-6352.