



**Application for Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program**

**FORM KRP**

This approach is for individuals who have completed at least a master's degree level CACREP-accredited school counseling program.

<b>PERSONAL DATA</b>					
<i>Legal Name as it appears on government issued identification.</i>					
Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix
Street/Apt./P.O. Box/Route and Box			City	State	ZIP Code
Cell Telephone		Home Telephone		Work Telephone	
Social Security Number		ALSDE ID		Date of Birth (mm-dd-yyyy)	
Email Address					

<b>FOR STATISTICAL PURPOSES ONLY</b>		
<b>Ethnic Origin</b> <i>(Choose one)</i> <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino	<b>Gender</b> <i>(Choose one)</i> <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male	<b>Race</b> <i>(Choose one or more, regardless of Ethnicity)</i> <input type="checkbox"/> (01) White <input type="checkbox"/> (02) Black or African American <input type="checkbox"/> (04) American Indian or Alaska Native <input type="checkbox"/> (05) Asian <input type="checkbox"/> (08) Native Hawaiian or Other Pacific Islander

**PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION**

*Check "yes" or "no" for each question below. "YES" responses require an attached explanation and any additional supporting documentation (e.g. court certified copies of judgment, conviction, and sentencing).*

**READ CAREFULLY**

Yes  No Have you ever had any adverse action (e.g. warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency **other than the Alabama State Department of Education**?

Yes  No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **other than the Alabama State Department of Education**?

Yes  No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?

Yes  No Have you ever resigned from a position rather than face disciplinary action?

Yes  No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

Yes  No Are you the subject of a pending investigation involving a criminal act?

**SPOUSE OF OR ACTIVE-DUTY MILITARY PERSONNEL**

(Per Alabama Act No. 2012-533). This section is to be completed for spouses of active-duty military personnel or active-duty military personnel who would like to request an expedited review of the certification application packet.

Yes  No I am married to and living with an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders

**OR**

Yes  No I am an active-duty member of the United States Armed Forces who has been relocated and stationed in Alabama under official military orders.

**I understand that this request to review my file on an expedited basis does not exclude me from meeting ANY Alabama teacher certification requirements, including testing.**

**APPLICATION PACKET CHECKLIST**

*Check the box next to each item to ensure everything needed for review has been included.*

<input type="checkbox"/>	Supplement CIT <b>with supporting documentation</b> verifying United States citizenship or lawful presence in the United States. Download the Supplement CIT at <a href="http://www.alabamaachieves.org">www.alabamaachieves.org</a> ☞ Divisions and Offices ☞ Division of Instruction ☞ Teacher Certification ☞ Miscellaneous Documents
<input type="checkbox"/>	Form KRP.
<input type="checkbox"/>	A \$30.00 <b>nonrefundable</b> application fee. <b>Neither personal checks nor cash will be accepted.</b> <ul style="list-style-type: none"> <li>The fee must be paid by cashier's check <b>or</b> money order made payable to the Alabama State Department of Education or through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at <a href="http://www.alabamainteractive.org/education">www.alabamainteractive.org/education</a> (a \$4.00 transaction fee will be applied).</li> <li>The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.</li> </ul>
<input type="checkbox"/>	Background clearance based on a fingerprint review. <ul style="list-style-type: none"> <li>Applicants <b>who have not been cleared</b> by both the <b>Alabama State Bureau of Investigation (ASBI)</b> and <b>Federal Bureau of Investigation (FBI)</b> through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI.</li> <li>Applicants may <b>verify</b> whether criminal history background checks have been completed and whether they are suitable and fit to teach under state law at <a href="https://tcert.alsde.edu/Portal">https://tcert.alsde.edu/Portal</a>.</li> <li>Instructions regarding the fingerprint process are available through Gemalto Cogent at <a href="https://www.aps.gemalto.com/al/index_adeNew.htm">https://www.aps.gemalto.com/al/index_adeNew.htm</a> or by calling (866) 989-9316.</li> </ul>
<input type="checkbox"/>	Official transcripts of <b>all</b> degrees and credits earned must be submitted to the Educator Certification Section either in a sealed envelope from the institution(s) or submitted securely through electronic transmission by only the transcript services listed below. The applicant's current <b>legal</b> name and Social Security number or ALSDE ID must accompany the transcript(s).
Official transcripts may be submitted securely to the Educator Certification Section using one of the following options:	
<b>Option 1:</b>	
<input type="checkbox"/>	Mailed to the Educator Certification Section in a sealed envelope from the institution(s). Alabama State Department of Education Educator Certification Section 5215 Gordon Persons Building Post Office Box 302101 Montgomery, AL 36130-2101
<b>Option 2:</b>	
<input type="checkbox"/>	Submitted securely to the Educator Certification Section through electronic transmission by <b>National Student Clearinghouse</b> .
<b>Option 3:</b>	
<input type="checkbox"/>	Submitted securely to the Educator Certification Section through electronic transmission <b>from the institution</b> as an electronic PDF, to <a href="mailto:certtranscripts@alsde.edu">certtranscripts@alsde.edu</a> .
<b>Transcripts submitted from an individual or a personal/business email account will not be accepted.</b>	
<input type="checkbox"/>	Supplement KR1 Verification Form
This document will verify the completion of at least a master's degree level CACREP-accredited school counseling program at a senior institution that was regionally accredited or accredited by the Distance Education Accreditation Commission (DEAC) at the time the degree was earned. Supplement KR1 must be completed by the dean of education or certification official and forwarded directly to the applicant in a sealed envelope that should not be opened prior to submission to the Educator Certification Section.	
<input type="checkbox"/>	Verification of a current passing score on the Alabama-approved Praxis subject area test
<u>Electronic submission</u> of a passing score(s) on the Alabama-approved Praxis subject area test in effect on the date the application is received in the Educator Certification Section. See <b>TESTING INFORMATION</b> section for additional information.	
<input type="checkbox"/>	Verification of a passing score on the National Counselor Examination (NCE)
An <b>official, original</b> score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The <b>original</b> report will be forwarded to the applicant after it has been entered to the file. A <b>photocopy is NOT acceptable and will delay the certification process</b> . See <b>TESTING INFORMATION</b> section for additional information.	

**TESTING INFORMATION**

1. Information on the current Alabama-prescribed Praxis subject area test required for the CACREP Approach may be obtained at [www.ets.org/praxis/al](http://www.ets.org/praxis/al) (click *Other Certification Approaches: CACREP*) or by contacting staff in the Educator Assessment Section at 334-694-4594 or [edassessment2@alsde.edu](mailto:edassessment2@alsde.edu).
  - a) Educational Testing Service (ETS) will only report **Alabama-prescribed Praxis subject area test** to the ALSDE. ALSDE will only accept assessments prescribed for use in Alabama. For Alabama-prescribed assessments taken outside of Alabama, **code 7020 should be used to designate the Alabama State Department of Education (ALSDE) as a recipient of official score reports.**
  - b) **PAPER SCORE REPORTS WILL NOT BE ACCEPTED.** Only **official Praxis score reports, electronically submitted** with the applicant's complete social security number directly from Educational Testing Service (ETS) to the ALSDE, will be accepted. Failure to provide the complete and correct Social Security number to ETS will delay the certification process.
2. Information about the National Counselor Examination for Licensure and Certification (NCE) may be obtained at [www.nbcc.org/exams/nce](http://www.nbcc.org/exams/nce).
  - a) An **official, original** score report should be requested from the National Board for Certified Counselors (NBCC) and sent directly to the Educator Certification Section. The **original** report will be forwarded to the applicant after it has been entered into the file. *A photocopy is **NOT** acceptable and will delay the certification process.*
3. The testing requirements must be met prior to application submission. If all requirements are not met on the date the application is received in the Educator Certification Section of the ALSDE, the application will be closed, and the individual will be required to reapply with the submission of another application and fee.

**APPLICATION SUBMISSION and ATTESTATIONS**

I understand the Educator Certification Section is unable to determine eligibility for Alabama certification until all required application components have been received and reviewed. Additional information may be requested upon review of the file. The submission of supporting documents **ONLY** (e.g., Supplement KR1) does not constitute making an application for certification. Incomplete forms will delay the review of the file.

I understand I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. Since certification requirements are subject to change, current requirements may be viewed at [www.alabamaachievers.org](http://www.alabamaachievers.org) (click Teachers & Administrators ☞ Teacher Center ☞ Teacher Certification ☞ Other Approaches-CACREP).

I understand I must **thoroughly read** all requirements of this approach (Form KRP 07/2022).

I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.

By affixing my signature to this document, I am certifying that true and correct information is being provided.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

I have completed the following documents, and I am mailing them to the address below:

- Supplement CIT, including supporting documentation
- Form KRP
- Supplement KR1
- Money order, cashier's check, or receipt verifying online payment of \$30.00 application fee
- Required supporting documentation

**All documentation must be mailed to the following address:**

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