

How to Apply for Certification:

Certification application deadlines: Students can send in Certification paperwork before they graduate to insure processing time.

December graduates – Due November 1st

May graduates – Due April 1st

Summer graduates – Due July 1st

Google: “University of Montevallo, Certification”

<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 to Christi Ellison (celliso6@montevallo.edu) with your name in the Subject Line of the email. Mrs. Ellison will print the documents for your original signature and copying of your citizenship documentation.

COMPLETED APPLICATION PACKET INCLUDES THREE DOCUMENTS:

1. Certification Application: Form NAL (Certification App)

- This is a fillable pdf. ALSDE will not accept hand-written applications.
- The “Institution Code” is not fillable. You may hand-write - #504-000.
- 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 AIM #). You can look up your TCert # at <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>
- NOTE: Macbook users – Sometimes the checkboxes are not fillable. You may hand-check them after printing.
- List ALL colleges and universities attended.
- Do not fill in your signature. After printing the document, you will sign with original signature.
- Check your Social Security number for accuracy. Your name and SS# is 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. 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

- Pay online and print your receipt to include with your certification application. If you were unable to print, the ALSDE will send you a confirmation email. You may forward this in person or by email to Mrs. Ellison at celliso6@montevallo.edu. Please include your name in the subject line of the email.
- Please note: All certificates are \$30 **EXCEPT** Elementary/Collab **or** Collab K-6/Collab 6-12. The cost will be \$60 for two (2) certificates plus a \$4.00 processing fee.

Important Points to Remember:

- Completed certification applications 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 incomplete or hand-written applications **will** cause a delay in processing.
- Submitting applications after the deadline **may** cause a delay in processing.
- Completed applications received after the deadline will be processed collectively and sent in a separate submission to the ALSDE.
- TES will begin processing applications after graduation and usually have them processed and sent to the ALSDE within two weeks after graduation. A Verification 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.
- Candidates may check their certification status with the Alabama State Department of Education at: www.tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx.
- Makes copies of all documents as you will not be able to access the application again.

Thanks!

TEP Program Assistant:

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