

How to Apply for Certification:

Certification Application Deadlines:

December graduates – Due November 1st

May graduates – Due April 1st

Summer graduates – Due July 1st

In Web Browser: “University of Montevallo, Certification”

<https://www.montevallo.edu/academics/colleges/education-and-human-development/teacher-education-services/certification/>

You must have successfully completed edTPA and all Praxis requirements before completing certification paperwork.

If you are printing the documents from home, there is no need to email them to the TES Office as the documents must be original with original signatures. You may mail or hand-deliver these documents after all requirements are met. It is highly recommended that you save all completed forms.

**Teacher Education Services
University of Montevallo
75 College Drive
Wills 207, Station 6352
Montevallo, AL 35115
(205) 665-6352**

COMPLETED APPLICATION PACKET INCLUDES THREE DOCUMENTS:

- 1. CERTIFICATION APPLICATION: FORM NAL (CERTIFICATION APP)**
- 2. FORM SUPPLEMENT CIT: (with copy of proof of citizenship - Ex. AL driver's license, birth certificate, etc.)**
- 3. Online Payment Receipt**

1. Certification Application: Form NAL (Certification App)

- This is a fillable PDF. ALSDE will not accept hand-written applications.
- The "Institution Code" may not be fillable, so you may handwrite - **#504-000**.
- NOTE: MacBook users – Sometimes the checkboxes are not fillable. You may hand-check them after printing.
- Use your permanent home address and personal 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>
- Make sure you check all boxes for Statistical Purposes, Professional Status, and Criminal History Information.
- List all colleges and universities attended. If you need additional space, you may list these colleges on a blank piece of paper attached to the application.
- On Page 2, you do not have to check these boxes. TES makes sure all the necessary documents/forms are attached to your packet.
- On Page 3, do not fill in your signature. After TES prints the documents in our office (Room: Wills 207), you will sign using your original signature.
- Double check your Social Security number on each page for accuracy.
- If you are printing certification paperwork at home, do not print application front/back (2-sided) as these documents will be scanned in 1-sided.
- Also, if you are printing from home, 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 handwritten forms.
- Check your Social Security number for accuracy. Your name and SS# is at the top of each page.
- Use your permanent home address and personal email. UM Forum email will be disabled six (6) months after graduation.
- Mark the correct box for form of identification on Page 2 (See Page 2 for Chart A or Chart B).
- You will choose both boxes regarding "I am a student at University of Montevallo," and "I am an applicant for Alabama certification."
- Do not fill in your signature as it must be original. TES prints the documents in our office (Room: Wills 207) if you complete the certification paperwork on campus, and you will sign after printing.
- On Page 2, the ALSDE requires citizenship documentation for all teacher certification applicants. If using your driver's license, it must be an **Alabama** driver's license copying front and back. Please attach the required documentation to the Supplement CIT form with a gem clip - do not staple. If you are completing certification paperwork on campus, TES will copy your driver's license, etc. and attach it for you.
- If you are printing from home, do not print front/back (2-sided) as these documents will be scanned in as 1-sided.

3. Certification Payment Information:

- Go to this site: <https://al.accessgov.com/adoemain/Forms/Edit/adoemain/dcabc42b-4585-4a4a-b4af-59643fa0afdc/1>
- Login and pay online, then screenshot your receipt which will be included with your certification packet. The ALSDE will also send you a confirmation email of your payment, and you can forward this instead. Sometimes this email gets lost in SPAM and/or "Junk," so hang onto that screenshot.
- Each certificate is \$38 plus a processing fee.
NOTE: Elementary/Collab will be \$76 for two (2) certificates.

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 handwritten 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 in a separate submission to the ALSDE in "batches" – not one by one.
- Candidates may check their certification status with the Alabama State Department of Education at: www.tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx.
- Make copies of all documents as you will not be able to access the application again.
- TES finishes the certification process after graduation. We usually have your certification packets completed and sent to ALSDE within two weeks after graduation.
- A Verification Form 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 if you are applying for a teaching position.
- Candidates may check their certification status with the ALSDE on the TCert portal: <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>
- Praxis scores are retained by ETS for only a few years after taking the tests. You may wish to copy and file these scores for the future.

Thanks!

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