



ALABAMA STATE DEPARTMENT OF EDUCATION
EDUCATOR CERTIFICATION SECTION
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334) 694-4557
www.alabamaachieves.org

This section must be completed by the employing Alabama school system or nonpublic/private school.

School System Code: _____

Nonpublic/Private

School Code: _____

Application for The Third Interim Employment Certificate (IEC) 2022-2023

FORM IE3

The application process for the Third Interim Employment Certificate for the 2022-2023 Scholastic Year **must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school and an Alabama college/university.**

PERSONAL DATA (To be completed by the applicant.)					
Legal Name as it appears on government issued identification.					
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					
FOR STATISTICAL PURPOSES ONLY					
Ethnic Origin (Choose one) <input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		Gender (Choose one) <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male		Race (Choose one or more, regardless of Ethnicity) <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					
<input type="checkbox"/> Yes <input type="checkbox"/> 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?					
<input type="checkbox"/> Yes <input type="checkbox"/> 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?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?					
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever resigned from a position rather than face disciplinary action?					
<input type="checkbox"/> Yes <input type="checkbox"/> 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?					
<input type="checkbox"/> Yes <input type="checkbox"/> 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.					
<input type="checkbox"/> Yes <input type="checkbox"/> 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					
<input type="checkbox"/> Yes <input type="checkbox"/> 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.					

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, *Prevention and Support Office*, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: pss@alsde.edu.

GENERAL INFORMATION

This application is to be completed for individuals seeking a third Interim Employment Certificate (IEC) and **submitted by the employing county/city superintendent or administrator of an eligible nonpublic/private school** directly to the Educator Certification Section of the Alabama State Department of Education (ALSDE).

RECOMMENDATION

To be completed by the employing county/city superintendent or nonpublic/private school administrator.

I recommend this applicant for the third IEC in the area of:

Grades Level(s)	Teaching Field or Instructional Support Area

LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES

My local board of education is willing to participate in the IEC Approach and has authorized me to employ the individual for whom this application packet is being submitted, subject to the issuance of a valid alternative certificate. I understand that the IEC will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I have established procedures for monitoring the applicant's compliance with the requirements of the IEC Approach.

I have checked the **current** Alabama State Department of Education (ALSDE) Courses Application within the AIM Portal to ensure the applicant is properly certified for each period/block of the day. I understand the applicant must be employed and, if the IEC is the only valid certificate held, his/her assignments must be in the specific teaching field and grade level or in the specific instructional support area of the IEC I am requesting. *(If found to be needed, the applicant may be assigned for no more than one period/block of the day to a course that is not in the specific teaching field and grade level or in the instructional support area requested only if the requested IEC is proper certification for the course).*

The IEC in Computer Science, Grades 6-12, is the only teaching field that is proper certification to teach computer science courses which now have a course-specific permit (examples of such courses are: Computer Science Essentials-PLTW, Computer Science Principles AP). A request for issuance of a first IEC in an instructional support area or a teaching field other than Computer Science will not be processed if the applicant is scheduled to teach one or more of the computer science courses which now have a course-specific permit.

The IEC Approach allows up to three IECs to be issued and that all three IECs *(if eligible)* must be held during a four consecutive scholastic year time period.

Failure to appropriately assign the applicant may result in the applicant no longer being eligible to hold an Interim Employment Certificate.

Failure to appropriately assign the applicant will result in an out-of-field penalty assessment for the employing public school system.

IECs issued in **any area of special education, excluding gifted**, require I provide, and the applicant must participate in, high-quality professional development that is sustained, intensive, and classroom-focused **and** a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program. Issuance of the subsequent certificate will require that I have documentation the applicant was provided and participated in both while holding the IEC. If requested by the ALSDE, I must provide this documentation to the Educator Certification Section of the ALSDE.

I am verifying that a photocopy of this form, reflecting signatures, has been given to the applicant and that I have reviewed this document in its entirety for all-inclusive information pertaining to this approach.

LEA/Nonpublic/Private School Representative's Initials: _____

Signature of Superintendent/Nonpublic/Private School Administrator

School System/Eligible Nonpublic/Private School

Typed or Printed Name

Mailing Address

Telephone Number

Date

City

State

ZIP Code

APPLICATION PACKET CHECKLIST FOR THE THIRD IEC

If all requirements are met, the IEC will be valid from the date issued through June 30th of the same scholastic year. *Boxes are to be checked, as applicable.*

If the first IEC was held during the **2019-2020** scholastic year, and the second IEC was held during the **2020-2021** or **2021-2022** scholastic year, the requirements for issuance of the third IEC to be valid during the **2022-2023** scholastic year, OR
If the first IEC was held during the **2020-2021** scholastic year and the second IEC was held during the **2021-2022** scholastic year, the requirements for issuance of the third IEC to be valid during the **2022-2023** scholastic year are:

Note: If the first or second SAC or IEC was held prior to the **2019-2020** scholastic year, the applicant will not be eligible for a third IEC. A first IEC may be requested if the three-year alternative/provisional certificate cap has not been exceeded.

<input type="checkbox"/>	Submission of Supplement CIT <u>with supporting documentation</u> verifying United States citizenship or lawful presence in the United States.
<input type="checkbox"/>	Submission of Form IE3.
<input type="checkbox"/>	A \$30.00 nonrefundable application fee. Each additional certificate for which an applicant is determined to be eligible will require a \$30.00 non-refundable fee for issuance. Neither personal checks nor cash will be accepted. <ul style="list-style-type: none"> The fee must be paid by cashier's check or 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 www.alabamainteractive.org/education (a \$4.00 transaction fee will be applied). The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.
<input type="checkbox"/>	Background clearance based on a fingerprint review. Applicants who have not been cleared by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) through the Educator Certification Section of the ALSDE are required to be fingerprinted for a criminal history background check through the ASBI and FBI.
<input type="checkbox"/>	Submission of the official transcript of the applicant verifying credit earned for at least four additional courses in the Alabama State-approved educator preparation program or the CACREP-accredited school counseling program which was the basis for issuance of the first IEC. The credit must have been earned prior to the date the application for the third IEC is received in the Educator Certification Section.
<input type="checkbox"/>	Applicants must be properly assigned for courses in the specific teaching field and grade level or area of instructional support of the requested IEC for each period/block of the day based on the current Courses Application within the AIM Portal. (See LEA/NONPUBLIC/PRIVATE SCHOOL AUTHORIZATION and RESPONSIBILITIES section of this form for additional information about the assignment.)
<input type="checkbox"/>	A mentor, assigned to the applicant, who holds a valid Alabama Professional Educator Certificate or Professional Leadership Certificate in the teaching field or area of instructional support of the applicant and has had at least three full years of full-time professional educational work experience.
<input type="checkbox"/>	If the IEC is to be issued in any area of special education, excluding gifted, this LEA or nonpublic/private school has documentation that the applicant participated in high-quality professional development that was sustained, intensive, and classroom-focused and participated in a program of intensive supervision that consisted of structured guidance and regular ongoing support or a teacher mentoring program while holding the second IEC in any area of special education, excluding gifted. <i>Only applicable if the second IEC was held during or after the 2018-2019 scholastic year.</i>
<input type="checkbox"/>	If the IEC is to be issued in any area of special education, excluding gifted, this LEA or nonpublic/private school will provide the applicant high-quality professional development that is sustained, intensive, and classroom-focused and intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding the third IEC in any area of special education, excluding gifted.

IMPORTANT INFORMATION**As an applicant through the IEC Approach to certification, I understand:**

1. The Educator Certification Section is unable to determine eligibility for an IEC until all required application components have been received and reviewed. Additional information may be requested upon review of the file.
2. The submission of supporting documents ONLY (e.g., official transcripts) does not constitute making application for certification. Incomplete forms will delay the review of the file. **APPLICATION FORMS AND SUPPORTING DOCUMENTS ARE NOT ACCEPTED BY FAX OR E-MAIL.**
3. I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.
4. I must earn credit for at least **four additional courses** in the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to which I have been unconditionally admitted, as indicated on Supplement SA1, prior to the date the application for the third IEC (*if eligible*) is received in the Educator Certification Section.
5. All IECs (*up to three, if eligible*) must be held during a four consecutive scholastic year time period.
6. If my IECs are in school counseling through the CACREP-accredited School Counseling program option, **prior to completion of that program** I must attain a passing score on the National Counseling Examination for Licensure and Certification (NCE) for issuance of my Professional Educator Certificate in school counseling through the CACREP approach (see Form KRP, *Application for Alabama Certification Based on Completion of a Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited School Counseling Program*).
7. I must complete all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program to be recommended for the Professional Educator Certificate or Professional Leadership Certificate by the Alabama college or university.
8. I, in conjunction with the Alabama college or university, must make application for the Professional Educator Certificate or Professional Leadership Certificate upon completion of all requirements of the State-approved educator preparation program or CACREP-accredited School Counseling program.
9. If my IEC is in any area of special education, excluding gifted, I must participate in high-quality professional development that is sustained, intensive, and classroom-focused and participate in a program of intensive supervision that consists of structured guidance and regular ongoing support or a teacher mentoring program while holding each IEC.
10. If I have held three IECs and have not completed all requirements of the Alabama State-approved educator preparation program or CACREP-accredited School Counseling program for the Professional Educator Certificate or Professional Leadership Certificate in the area and the grade level of the three IECs, I shall no longer be eligible for employment under an IEC or any alternative certificate approach.
11. I may not be employed for more than three scholastic years while holding an Alternative, Provisional, Special Alternative, Interim Employment, Preliminary, Business and Industry to Educational Administrator, Higher Education Transitional, Conditional, or any certificate combination thereof.
12. **Applicant's Initials** _____ I must meet all requirements of the Alabama Educator Certification Assessment Program in effect on the date my application for the Professional Educator Certificate or the Professional Leadership Certificate is received in the Educator Certification Section. I must consult with the Certification Officer at the Alabama college or university where I am enrolled for additional information on the testing requirements, I must meet for issuance of my Professional Educator Certificate or Professional Leadership Certificate.
13. **Applicant's Initials** _____ I understand it is solely the responsibility of the Alabama college or university at which I am currently enrolled to ensure all admission, program, and testing requirements are met as outlined in the Educator Preparation Chapter of the *Alabama Administrative Code*, Educator Assessment Policy Manual B, and any applicable memoranda. I also understand issuance of an IEC does not guarantee the issuance of a Professional Certificate if all admission, program, and testing requirements were not met.
14. **Applicant Initials** _____ I must thoroughly read this application for requirements and I have received a photocopy of this form, reflecting signatures.
15. I understand it is my responsibility to keep all personal data on file in the Educator Certification Section current.
16. I understand by affixing my signature to this document, I am certifying that true and correct information is being provided.

Date _____

Signature of Applicant _____