



Name:

Completion Date (ex. Spring 1 2025):

Degree/Major (ex. M.Ed. Elementary):

_____ Check here if you completed the Class A IL Reduced Hour Option.

Application for Alabama Certification Instructions

In order to obtain certification in Alabama, you will need to complete an application following the instructions below. In order to eliminate confusion, please print this page as a cover sheet and return it along with your application, Form CIT, and payment to the address below.

All degree and certification requirements **MUST** be met prior to the application being sent to the Alabama State Department of Education. If you were admitted to UWA based on a certificate from another state and do not currently hold a **valid** Alabama teaching certificate, you should not submit this application.

Step 1: Application for Certification

1. [Click this link and fill out the entire form.](#) Once completed, print and sign the form.
Note, if you cannot access the form by clicking above, try using the Chrome browser OR searching ALSDE FORM NAL in a browser.
2. It is better to type this form since any handwritten applications are received, and any portion is not legible, the application(s) will be returned
3. Do not forget to sign (with a pen – digital signatures are not accepted) and date your application. *(It will be returned if it is not signed)*

Step 2: Payment - \$38.00

1. [Click this link to access the online payment information.](#) If this link does not work, visit www.alabamaachieves.org and choose “Teachers and Administrators → Teacher Center (far right column) → Teacher Certification (left hand side) → Online Payment System.”
2. You may also submit a Money Order for \$38.00, made payable to the ALSDE.
3. Checks and Cash are not accepted.

Step 3: Form CIT

1. https://www.alabamaachieves.org/wp-content/uploads/2023/10/TEA_20231016_Supplement-CIT_v1.0.pdf
2. This form must be submitted if you have not previously submitted the paperwork along with proof of citizenship (See Page if the CIT Form) . *If you are unsure, it is best to send it anyways to avoid delays in your certification processing.*

Step 4: Mailing Documents

1. Return this cover sheet and all documents listed above (application, receipt of payment or money order, and Form CIT) should be mailed to:

**The University of West Alabama
College of Education – Certification Office
1 College Drive, Station #8
Livingston, Alabama 35470**

**DO NOT MAIL ANY
DOCUMENTS TO THE ALSDE!**

Step 5: Praxis Score Reports

1. If the Praxis II was required for your program (BS, Alternative A, M.Ed. School Counseling, M.Ed. Library Media, Reduced Hour Option, or M.Ed. Instructional Leadership), you should view your score report to ensure you included your full, correct Social Security Number and indicated the ALSDE (7020) as a score recipient. If your recommendation is mailed to the ALSDE and your scores are not on file, you will have a limited amount of time to get the scores to the ALSDE before your file is closed and you must be re-recommended for certification.

Note, if it has been more than 60 months since your degree was posted, you will be required to meet current requirements. If it has been more than 48 months since you were Unconditionally Admitted, you will be required to meet current testing requirements (if applicable).

QUESTIONS? Call (205) 652-3423 or e-mail: certification@uwa.edu