



Name:
Completion Date (ex. Fall 1 2023):
Degree/Major (ex. M.Ed. Elementary):
<input type="checkbox"/> 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, Form EXP (if needed) 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. https://www.alabamaachievers.org/wp-content/uploads/2023/10/TEA_20231012_Form-NAL_2023_v1.0.pdf
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 and date your application. *(It will be returned if it is not signed)*

Step 2: Payment

1. Click this link <https://appengine.egov.com/apps/al/adoe/payments> to submit your online payment (\$38.00).
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.alabamaachievers.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

If you would like to be notified upon receipt of your application, please type your e-mail address below:

E-MAIL ADDRESS

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

***NOTE: For M.Ed. School Counseling, M.Ed. Library Media, and M.Ed. Instructional Leadership Applicants ONLY:**

In addition to the instructions above, you must also submit a Supplement EXP form.
Use the link below to access Form Supplement EXP: Verification of Teaching Experience.
You complete the first page and your school system completes the second.

Please submit this form to our office along with your Application for Certification paperwork.
https://www.alabamaachievers.org/wp-content/uploads/2023/10/TEA_20231016_Supplement-EXP_v1.0.pdf

Check here if you submitted an EXP form for admission.