 Limited World Language Certificate

Teacher Certification - Alaska Department of Education and Early Development

# REQUIREMENTS

An applicant must meet the following requirements to qualify for a one-year Limited Type W - World Language teacher certificate:

* Offered a certified teaching position by an Alaska public school district in a language immersion program to teach the content area(s) and world language in which you are endorsed using the specified world language for instruction.
* Competency in a **world language** by satisfying one of the following:
	+ Completion of a bachelor’s degree from a regionally or nationally accredited university or an equivalent established through a foreign transcript analysis by an approved organization with a major or minor in the world language or where at least of the classes with taught in the world language;
	+ Meeting or exceeding the required scores on a world language content area exam; or
	+ Demonstrate proficiency in the areas of listening, speaking, writing, and reading through an assessment process recognized by a tribal government or school district at a level comparable to advanced low-level proficiency or higher based on the American Council on the Teaching of Foreign Language (ACTFL) proficiency guidelines.
* Competency in the requested **content areas** the applicant will be employed to teach by satisfying one of the following:
	+ Completion of a baccalaureate degree in the requested content area from an institution of higher education accredited by a regional or national accrediting association;
	+ Meeting or exceeding the required scores for each content area you will be providing instruction on an approved [**Content Area Exam**](https://education.alaska.gov/teachercertification/contentareaexams)(https://education.alaska.gov/teachercertification/contentareaexams);
	+ Completion of coursework in the content area that demonstrates content area mastery as approved by the employing school district; or
	+ Demonstrate proficiency in the content areas through an assessment process established by the employing school district
* Competency providing instruction by satisfying one of the following:
	+ Completion of an approved teacher preparation program:
	+ Enrollment in an approved teacher preparation program; or
	+ Two letters of reference documenting at least two years of experience providing instruction to students in a public school or a similar educational setting.
* District Request & Assurance Form
* Completion of the four Mandatory Training within the previous five years. More information is available on the [Mandatory Training page](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) of the Teacher Certification’s website.

The Limited Type W World Language certificate is a one-year certificate that may be extended to five years. To have your certificate extended at no cost, the district will be required to submit an additional District Assurance & Request Form to the Teacher Education & Certification Office prior to the expiration date on your certificate.

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# PERSONAL INFORMATION

Enter all personal information in the spaces provided and submit these pages on top of your application packet.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:

# INSTRUCTIONS

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to consult with a Certification Analyst.

You must submit all the items required in a single application packet. If any item is missing or incomplete, the entire application packet may be returned unprocessed. Mark the checkbox next to each requirement to indicate the item included in your application packet.

# INITIAL LIMITED WORLD LANGUAGE CHECKLIST

**[ ]  Limited Type W Checklist**Mark the checkbox next to each requirement to indicate the item is included in your application packet and include this checklist with your application.

**[ ]  Standard Application**Submit [**Standard Application**](https://education.alaska.gov/TeacherCertification/forms/standard-application.docx)(https://education.alaska.gov/TeacherCertification/forms/standard-application.docx) Make sure all sections of the application are complete.

**[ ]**  **District Request & Assurance Form**
The superintendent or chief school administrator must complete the District Request form. The completed, original District Request form must be included with this application.

**[ ]  Mandatory Trainings**

You must have completed the four [Mandatory Trainings](https://education.alaska.gov/teachercertification/mandatorytraining) (https://education.alaska.gov/teachercertification/mandatorytraining) within the five years prior to the date of application. Provide certificates of completion for the four required mandatory trainings if completed through the Department of Education and Early Development’s eLearning site.

**[ ]  Fingerprint Card**You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office (tcwebmail@alaska.gov) to request a card be sent to you. Use the [Fingerprint Card](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) Checklist to make sure that all required information has been provided.

**[ ]  Fees**The certification fee is $200.00. The background check fee is $60.00. If you are required to provide a fingerprint card, submit a total of $260.00. You may pay with a credit card via the EED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the EED Payment receipt with your application.

Cashier’s check or money order (payable to DEED). Personal checks will not be accepted. Fees are non-refundable.

**[ ]  Identification**Provide a photocopy of your state or federal identification (driver’s license, passport or state or federal ID card).

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# INITIAL LIMITED WORLD LANGUAGE CHECKLIST (CONTINUED)

**[ ]  World Language Competency** (Provide one of the following.)

**[ ]  Official Transcripts with a Major or Minor in the World Language or 50% of coursework taught in the World Language**

Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) in the ‘RECORD OF TRAINING’ section must be included with the application. If you completed your coursework outside of the United States, a complete, original [Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application. Unofficial, photocopied, faxed or electronic documents will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.

**[ ]  Content Area Exam in the World Language**Submit passing scores on a content area exam associated with the world language you are being hired to provide instruction. A Praxis II or an ACTFL exam will satisfy this requirement.

**[ ]  World Language Assessment**Assessment results recognized by a tribal government or school district at a level comparable to advanced low-level proficiency or higher based on the [American Council on the Teaching of Foreign Language (ACTFL) proficiency guidelines](https://www.actfl.org/uploads/files/general/ACTFLProficiencyGuidelines2012.pdf) (https://www.actfl.org/uploads/files/general/ACTFLProficiencyGuidelines2012.pdf) in the world language.

**[ ]  Content Area Competency** (Provide one of the following for each content area endorsement requested.)

**[ ]  Official Transcripts with a Major or Minor in the Content Area**See above.

**[ ]  Content Area Exam**Submit passing scores on a content area exam covering the associated areas you are being hired to provide instruction. A Praxis II or equivalent exam will satisfy this requirement.

**[ ]  Transcript Analysis**Submit a transcript analysis conducted by your school district documenting content area competency for each requested endorsement area.

**[ ]  Content Area Evaluation**Submit a school district evaluation that demonstrates content area competency for each requested endorsement area.

**[ ]  Instructional Competency** (Provide one of the following.)

**[ ]  Proof of Program Enrollment Form**Submit a [**Proof of Program Enrollment form**](https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) (https://education.alaska.gov/TeacherCertification/forms/proof-of-program-enrollment-teacher.docx) with your application. The form must first be sent to the regionally or nationally accredited college or university where you are enrolled in an approved teacher preparation program. The original form must be included with the application.

**[ ]  State-Approved Program Verification Form**An [original verification form](https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) (https://education.alaska.gov/TeacherCertification/forms/teacher-program-verification.docx) must be included with this application.If you completed your teacher preparation program outside of the United States, a [complete, original Foreign Evaluation](https://education.alaska.gov/teachercertification/outside-programs) (https://education.alaska.gov/teachercertification/outside-programs) must be submitted with your application.

**[ ]  Two letters of reference**Each letter must verify two years of experience providing instruction to students in a public school or similar educational setting. The original letters must be submitted; photocopies will not be accepted. Each letter must include contact information for the author.

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## EXTENSION REQUIREMENTS

To have your certificate extended at no cost, you will need to submit the District Request and Assurance Form to the Teacher Education & Certification Office prior to the expiration date on your certificate.

# IMPORTANT INFORMATION

* To be a teacher in Alaska, you must have a valid teaching certificate.
* If an item is missing or incomplete, your application packet will be returned unprocessed to the address you provide in the personal information section of your application.
* If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.

SIGNATURE

I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. I acknowledge that I have read and will adhere to the [State of Alaska Code of Ethics of the Education Profession](https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf) (https://education.alaska.gov/ptpc/pdf/Code-of-ethics-fullpage.pdf). This becomes part of my official record.

Applicant Signature: Date:

# SUBMIT YOUR APPLICATION

We recommend that you send your complete application packet to the Teacher Education & Certification Office using one of the many tracking options that are available at your local post office. Mail a single application packet with all the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development

Teacher Education & Certification

PO Box 110500

Juneau, AK 99811-0500

**scanned or faxed application packets will not be accepted**