 Limited Type I Instructional Aide Certificate

Teacher Certification - Alaska Department of Education and Early Development

# 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:

# REQUIREMENTS

An applicant must meet the following requirements to qualify for a one-year Limited Type I Instructional Aide certificate:

* Enrolled in an approved baccalaureate degree program from a regionally accredited college or university;
* Enrolled in a state-approved teacher preparation program from a regionally accredited college or university;
* Three years of experience as an instructional aide in the nominating district;
* Four years of experience involving the local Alaska Native culture;
* Two letters of recommendation from members of the local Native community attesting to cultural expertise;
* Offered a certified teaching position by an Alaska public school district.
* Contract outlining the education plan with annual milestones signed by you, the Superintendent, and your approved teacher preparation program’s certifying official.

A Limited Type I certificate is valid for one school year and may be renewed up to three times. The department will base its renewal determination on its review of documentation establishing the parties’ full conformance with the contract terms.

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# INSTRUCTIONS

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all of 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 of the items required in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet.

Photocopied or faxed applications will not be accepted.

# LIMITED TYPE I INSTRUCTIONAL AIDE CHECKLIST

**[ ]  Limited Type I Instructional Aide 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 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.

**[ ]**  **Proof of Program Enrollment**
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 accredited institution where you are enrolled in an approved teacher preparation program. The original form must be included with the application. Photocopies/faxes/emails will not be accepted.

**[ ]  Official Transcripts**Include [official transcripts](https://education.alaska.gov/teachercertification/transcripts) (https://education.alaska.gov/teachercertification/transcripts) of all training listed in the ‘RECORD OF TRAINING’ section with the application. Official transcripts may be opened, but not marked in any way. 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.

**[ ]  Letters of Recommendation**Each letter must be from a member of the local Alaska Native community attesting to your cultural expertise and include contact information for the author.

**[ ]  District Contract**Current contract with an Alaska public school district must be signed by the applicant and the district superintendent. A photocopy of the contract must be included with the application materials. Contract must detail an educational plan, including annual milestones.

**[ ]  Resume**
Submit a resume demonstrating at least 4 years of experience involving the local Alaska Native culture. The resume must include a contact information for each of the schools, organizations, and employers listed in the ‘RECORD OF TRAINING’ and ‘WORK EXPERIENCE’ sections of this application. The resume should demonstrate competency in the career or technical area.

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**[ ]  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.

-OR-

If the four mandatory trainings were provided by your school district, NOT through the Department of Education and Early Development’s eLearning site, the [Mandatory Training Record form](https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx) (https://education.alaska.gov/TeacherCertification/forms/Mandatory-Training-Record-Form.docx)

**[ ]  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 Checklist](https://education.alaska.gov/teachercertification/fingerprints) (https://education.alaska.gov/teachercertification/fingerprints) to make sure that all required information has been provided.

-OR-

Previous Background Clearanceif you have submitted a fingerprint card / background check clearance in the previous six months.

[ ]  **Notarization**A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. See end of this document.

**[ ]  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 DEED [Online Payment Center](https://education.alaska.gov/TeacherCertification/PaymentCenter) (https://education.alaska.gov/TeacherCertification/PaymentCenter) and include the DEED Payment receipt with your application.

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

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# IMPORTANT INFORMATION

A Limited Type I Instructional Aide certificate can only be issued at the request of an Alaska public school district. When the application and supporting documents are complete, they must be submitted directly to the district office of the sponsoring Alaska public school district. The issued certificate will be mailed to the school district office address provided on the District Request and Recommendation Forms. If the applicant would like any original documents (i.e. certificates, original recommendations, etc.) returned, the applicant must include a self-addressed, stamped envelope with the application packet.

# NOTARIZATION

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

I have read the ***IMPORTANT INFORMATION*** concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application.

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. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession. This becomes part of my official record.

Signature of Applicant:

Date:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Name of Applicant)

Appeared before me whose identification I have verified on the basis of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Type of Photo ID)

To be the signer of this application and they acknowledged that they signed it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of Notary)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

# SUBMIT YOUR APPLICATION

Mail a single application packet with all of 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**