 Remove Endorsement Request

Teacher Certification – Alaska Department of Education and Early Development

# PERSONAL INFORMATION

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the Teacher Certification Office. All name changes must be supported with a photocopy of the legal document verifying the change.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:      State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

Former Last Name(s):       Highest Educational Degree:

# REMOVE ENDORSEMENT(S)

I am requesting an endorsement to be removed from the following Certificate:

An endorsement cannot be removed if you are currently under contact with an Alaska Public School district in the assigned endorsement area being removed.

A Special Education endorsement may not be removed from a certificate holder's first Initial or first Professional teacher certificate during a school term in which the certificate holder is assigned to a position requiring a special education endorsement.

At the request of a certificate holder whose special education endorsement was removed, the endorsement shall be reinstated, without payment of a fee, if the certificate holder meets the endorsement requirements in effect at the time of the request for reinstatement.

**Requested Endorsement to be removed:**

# FEE SCHEDULE

# The cost to remove endorsements is $100.00. You may pay with a credit card via the DEED [Online Payment Center](https://education.alaska.gov/teachercertification/PaymentCenter).  Fees are non-refundable.

# SIGNATURE

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature:       Date:

**Notes:** If an item is missing or incomplete, your 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 complete packet. We recommend that you send your completed packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

# E-MAIL YOUR APPLICATION

The application and supporting documents must be mailed to the Teacher Certification office: tcwebmail@alaska.gov

# CONTACT TEACHER CERTIFICATION

If you have questions, please use the following information to contact the Teacher Education & Certification Office:

# Email: Teacher Certification (tcwebmail@alaska.gov)Phone: (907) 465-2831 Fax: (907)465-2441[Teacher Certification Website](https://education.alaska.gov/teachercertification) (https:/education.alaska.gov/teachercertification)