

FORM NAL INSTRUCTIONS

Go to the State's website at <https://www.alsde.edu/sec/ec/Pages/forms.aspx?FormName=NAL> to access, fill out, and submit the NAL form.

You will fill this form out online. Be sure to select an answer for **EVERY QUESTION**, including the "FOR STATISTICAL PURPOSES ONLY" box because your responses will generate a barcode page. You can pay the application fee online, with a money order, or a cashier's check. If you choose to use a money order or cashier's check, please make it out to the Alabama State Department of Education (ALSDE) and deliver it to the Office of Educator Preparation in Stevens Hall, suite 515. All pages of your printed form and payment receipt/confirmation will be submitted to the Office of Educator Preparation via TK20. Instructions on how to do this can be found at **Hand-written applications will not be accepted.**

Complete this form, print, and submit it to the Office of Educator Preparation along with the certification fee no later than 2 weeks before your scheduled graduation date.

Directions for filling out the Application for Certification (FORM NAL)

Personal Data

- The way you indicate your name in this section will be the exact way that your name appears on your teaching certificate. If you plan to change your name by the end of the semester (i.e., due to marriage, etc.), list the name that you want your certificate issued under.
- The address you list in this section will be the address where your certificate will be mailed.
- Please be sure to answer the questions in the "FOR STATISTICAL PURPOSES ONLY" box.

Declaration

1. Mark yes/no declaring your CITIZENSHIP status.
2. Mark yes/no declaring your ACTIVE DUTY MILITARY PERSONNEL status.
3. Mark yes/no for each of the questions regarding CRIMINAL HISTORY.

Record of Education

- Only include institutions in which you have earned degrees. Do not include institutions you attended where a degree was not earned.
- Include the degree you will be receiving upon completing the teacher education program at the end of the current semester.

Educational Experience

- Do not include student teaching, substitute, or teacher aide experience.
- If you do not have any experience, write the word **NONE** somewhere in this block.

Record of Last Alabama Teacher's Certificate(s)/License(s) Issued

- If none, write the word **NONE** somewhere in this block.

Record of Certificate(s), including Alternative Certificates, Issued in Other States

- If none, write the word **NONE** somewhere in this block.

Print and Sign

- Print the application ensuring the entire document printed – many times the right side of the page is cut off. Be sure the barcode cover page was printed (example on next page).
- Date and Sign the application.
- Submit the application to the UNA Certification Officer via TK20. Instructions on how to do this can be found at the following link: <https://www.una.edu/education/educator-preparation/files/certification-paperwork-via-tk20.pdf>

NAME: Smith, John

SSN: XXX-XX-1111

Alabama State Department of Education
Educator Certification Section

5215 Gordon Persons Building
 Post Office Box 302101
 Montgomery, AL 36130-2101

Telephone: (334) 353-8567
www.alsde.edu/EdCert



NAL - ALABAMA STATE-APPROVED PROGRAM

This barcode contains all personal information entered by you.

You have not completed the process.

- Print this personal data barcode page and the completed application below.
- Sign and date this page.
- Give all documents to the appropriate certification personnel at the recommending Alabama college or university.

I give my permission for the recommending Alabama college/university, Alabama public school system, or Alabama nonpublic school to forward any credential(s) required to support this certification request.

I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section.

I understand that it is my responsibility to keep all personal data on file in the Educator Certification Section current.

I certify that all information pertaining to this application form is true and correct and failure to submit accurate information may result in revocation or non-issuance of my certificate.

05/08/2021

Date

John Smith
Signature

When printing this form, multiple copies should be printed as you will not be able to access it again.

Directions for Submitting the ALSDE Certification Fee

The FORM NAL states that the Alabama State Department of Education requires a \$30 application fee to accompany your certification application. ***In order to process your paperwork in a timely manner, you must complete this payment and provide documentation to the Office of Educator Preparation no later than 2 weeks before your scheduled graduation date.***

- If you are applying for certification in ONE (1) field, you need to submit a \$30 fee.
- If you are applying for certification in TWO (2) fields (e.g. Elementary K-6 & Collaborative K-6 or Collaborative K-6 & Collaborative 6-12) you need to submit a \$60 fee (\$30 for each certification).
- If you are unsure how much money is needed, please call the UNA Certification Officer at (256) 765-4860 for clarification.

The Alabama State Department of Education accepts payment in **two** ways:

1. Money order or Cashier's Check made payable to the Alabama State Department of Education.
 - a. Please bring your payment to the Office of Educator Preparation located in Stevens Hall, suite 515.

OR

2. Pay your fee online at the ALSDE website:
 - a. Go to <https://www.alabamainteractive.org/education/>.

The screenshot shows the landing page for the Alabama Department of Education's Educator Certification Online Payment System. At the top left is the Alabama Department of Education logo. The page title is "Alabama Department of Education" and the subtitle is "Welcome to the Educator Certification Online Payment System". Below the title are two input fields: "Applicant Last Name" and "Applicant SSN". The SSN field contains the example "123-12-1234" and has a note below it: "Enter SSN as 123-12-1234 include all dashes." Below the SSN field is a checkbox with the text "Certificates/Licenses cannot be continued until the year they expire. I understand that no refunds will be issued for online payments." and a link "Verify a certificate/license validation period." Below this is a "Please verify" section with a checkbox "I'm not a robot" and a reCAPTCHA logo. At the bottom center is a blue "CONTINUE" button with a right-pointing arrow. Below the button are contact details: "Policy Support: 334-694-4557" and "Technical Support: 866-553-3468 or Support@Alabamainteractive.org". At the very bottom, there is a small disclaimer: "This online service is provided by Alabama Interactive, LLC, a third party, working under a contract awarded and administered by Alabama's Department of Finance as authorized under the master contract. The online price of items or services purchased through Alabama.gov includes funds to develop, maintain, enhance and expand offerings of the state's portal." and a copyright notice: "© Copyright 2021, NIC, Inc."

- b. Fill in the required information on the landing page and click Continue.
- c. Past transactions will be listed here. To start a new transaction, click "Purchase New Certificate".
- d. Click the drop-down arrow to select the number of certificates you are paying for (one or two) and enter in your SSN.
 1. You will select two only if you are Elementary K-6 & Collaborative K-6 OR Collaborative K-6 & Collaborative 6-12.
- e. On the next window, fill in all personal information and click "Continue to Payment".
- f. Fill in payment information. **Note:** There is a \$4 transaction fee.
- g. **Print your receipt** and submit it to the Office of Educator Preparation via TK20. **Your application for certification will not be sent to the ALSDE without this receipt.**