

# Cross State Certification Guide

## Alabama

The following materials must be submitted to the Teacher Education and Certification Office as part of the application packet:

1. The Application for Alabama Certification (Form APP).
2. Any supplement required for the certification sought and supporting documents listed on that supplement.
3. Official transcripts of all degree(s) and credits earned, in sealed envelopes from the institutions.
4. A \$30 nonrefundable application fee in the form of a cashier's check or money order made payable to the Alabama Department of Education or in the form of an online payment. For more info: <https://www.alabamainteractive.org/education/>
5. Original certificate(s) issued by other states or Supplement(s) CER are required for applicants through certain reciprocal approaches and for applicants for alternative certificates. Original certificates will be returned to the applicant.
6. [Supplement EXP](#) must be submitted for the issuance of a certificate in school counseling, library-media, school psychometry, school psychology, and administration; for consideration through "certificate and experience"; and by applicants for alternative certificates who have experience outside of Alabama.
7. Applicants for Alabama certification must meet the requirements of the Alabama Prospective Teacher Testing Program (APTP) as a precondition for certification. For more info: <http://www.alsde.edu/html/apttp.asp>
8. Applicants for initial certification, additional certification, upgrades, and renewals who have not been cleared through the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) through the Teacher Education and Certification Office are required to be fingerprinted for a criminal history background check through the ABI and FBI. Instructions regarding the fingerprint process may be obtained by calling (866) 989-9316 (toll free) or visiting <https://www.cogentid.com/al/index.htm>. DO NOT SEND FINGERPRINT CARDS/FEEES TO THE ALABAMA DEPARTMENT OF EDUCATION. Effective June 15, 2009, the ALSDE no longer accepts fingerprint cards or fingerprint fees.

Applicants should consult the State's [Subject and Personnel Code](#):

[http://www.alsde.edu/HTML/sections/doc\\_download.asp?section=66&id=10077&sort=9](http://www.alsde.edu/HTML/sections/doc_download.asp?section=66&id=10077&sort=9)

### *Contact Information:*

Department of Education  
TEACHER EDUCATION AND CERTIFICATION OFFICE  
5201 Gordon Persons Building  
Post Office Box 302101

Montgomery, Alabama 36130-2101  
Telephone: (334) 242-9977  
<http://www.alsde.edu/>

**Contact form here:**

<https://www.alsde.edu/html/sections/ContactForm.asp?section=66&footer=sections>

## **Alaska**

**To qualify for an Initial certificate, an applicant must meet the following requirements:**

- Bachelor's degree or higher
- Completion of a teacher preparation program

OR

- Current enrollment in a teacher preparation program (Program must be completed within two (2) years of the issuance of the Initial certificate)

**NOTE:** Program enrollment cannot be used for individuals enrolled in special education programs. Those individuals must complete their program prior to applying for the Initial certificate.

- Passing scores on an approved basic competency exam
- Fingerprint cards submitted with application for background check
- Complete application and fees (*All fees are non-refundable.*)

**A one-year teaching certificate may be issued for applicants who have not yet met the testing requirement, but hold a current, valid teaching certificate in another state. E-mail Teacher Certification at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) for details and further qualifications for this certificate.**

The Initial Certificate is valid for three (3) years and is NON-RENEWABLE. Although the Initial Certificate is valid for a period of up to three years, you are required to:

1. Under AS 14.20.020 (h) to complete the Alaska studies and Alaska multicultural requirement within two (2) years from the issuance of your Initial Certificate.

*Contact Information:*

Alaska Department of Education & Early Development  
**ATTN:** Teacher Certification  
801 West 10th Street, Suite 200  
P.O. Box 110500  
Juneau, AK 99811-0500  
(907) 465-2831  
<http://www.eed.state.ak.us/TEACHERCERTIFICATION>

## Arkansas

Beginning teachers (novice teachers with less than one year of teaching experience) will follow this track:

- A minimum of a bachelor's level degree is required for all teaching licenses.
- All teachers must have successfully completed the following testing:
  - [Praxis I, reading, writing, math](#)
  - [Praxis II, content test for all parts required](#)
  - [Praxis III, Principles of Learning and Teaching](#)
- All applicants must successfully complete the required criminal background check.
- Persons who complete the above requirements through an approved Arkansas teacher education program or the Arkansas Non-Traditional Licensure Program are eligible for an initial teaching license. An initial teaching license is valid for not less than one year, and no more than three years. During the initial licensure time, novice teachers are considered to be in a time of induction.
- During induction, novice teachers will have a site-based, trained mentor assigned to support their practice and professional growth. When novice teachers and their mentors decide that their teaching meets the mentoring requirements, the capstone experience of induction, which is the Praxis III performance assessment, will be scheduled.
- Upon successful completion of the performance assessment a standard teaching license will be issued.
- Licensure renewal is based upon a five-year cycle, during which all educators are required to accrue 60 professional development hours per year.

### Fees Will Be Required For the Following Licenses or Licensure Transactions:

- Five-Year Standard Teaching License \$100.00
- Renewal of Five-Year Standard Teaching License \$100.00
- Five-Year Vocational Permit \$100.00
- Renewal of Five-Year Vocational Permit \$100.00
- Duplicate Teaching License \$50.00
- Adding Advanced Degrees \$50.00
- (there will be no charge when adding an advanced degree at the time of renewal)
- One-Year Professional Teaching Permit \$35.00

#### *Contact Information:*

Office of Professional Licensure  
Arkansas Department of Education  
Four Capitol Mall  
Room 106-B or Room 107-B  
Little Rock, AR 72201  
501-682-4342

501-682-4898 (fax)  
http://arkansased.org/

## Arizona

An Arizona Reciprocal Provisional Teaching Certificate may be issued with a valid comparable Elementary, Secondary, Arts Education, Pre-K-12 or Special Education certificate from another state. Applicants who were issued an Arizona Reciprocal Provisional Teaching Certificate are not eligible to obtain an Arizona Emergency Teaching Certificate. The certificate is valid for 1 year and may not be renewed.

### The requirements for a Reciprocal Provisional Certificate are:

1. Completed **Application for Certification**.
  2. Appropriate fee (See Application for Certification).
  3. One of the following:
    - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
- OR -
- B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.
- NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP) Fingerprint card**. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted. If fingerprinted in an approved state, proof of application (pink or yellow copy) for an Arizona Fingerprint Clearance Card and a signed "Testament Form" are required. (Testament Form available at:  
<http://www.ade.az.gov/certification/TestamentforFingerprintReciprocity.pdf>).
4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
  5. A valid, comparable out-of-state teaching certificate from any other state in the United States. Submit a notarized photocopy of the certificate.
  6. A passing score on the Professional Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). The Professional Knowledge assessment shall be waived for applicants who submit verification of **one** of the following:
    - A. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past 7 years. **Submit the original score report at time of application;**
    - B. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. **Submit the original score report** AND a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience **at time of application**.
    - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
  7. A passing score on the Subject Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). The Subject Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- A. A passing score on a comparable Subject Knowledge examination from another state or agency taken within the past 7 years. **Submit the original score report at time of application;**
  - B. A passing score on a comparable Subject Knowledge examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. **Submit the original score report** AND a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience **at time of application.**
  - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
8. Verification of state approved Structured English Immersion (SEI) training. Option A if holding a valid out-of-state certificate issued before August 31, 2006. Option B if certified on or after August 31, 2006:
    - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved Structured English Immersion (SEI) training.
    - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training.

**NOTE:** Individuals who hold an Arizona Full Bilingual or Full ESL Endorsement are exempt from the SEI Endorsement requirement (Applicants who hold a Full ESL Endorsement from another state may apply for an Arizona ESL endorsement).

**NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*
  9. Arizona Constitution (a college course or the appropriate examination).
  10. U.S. Constitution (a college course or the appropriate examination).

The requirements to change from a Reciprocal Teaching Certificate to A 2-Year Provisional Teaching Certificate:

**Please Note:** The Provisional certificate is valid for 2 years and may not be renewed, but may be extended once for 2 years.

1. A passing score on the Professional Knowledge and Subject Knowledge portions of the Arizona Educator Proficiency Assessments or comparable examinations as indicated on the Reciprocal Provisional Teaching Certificate and the evaluation.
2. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement
3. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
  - OR -**
  - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

**NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.

For more information, please visit: <http://www.aepa.nesinc.com>

*Contact Information:*

Phoenix Office  
P.O. Box 6490  
Phoenix, Arizona 85005-6490  
602-542-4367  
<http://www.ade.az.gov/>

## **California**

A California credential is required for employment in California public schools. To find the most common types of certification available to those who have completed out-of-state preparation programs and have been issued or are eligible for certification in another state, visit here:

<http://www.ctc.ca.gov/credentials/out-of-state.html>

Or, consult this worksheet for Out of State applications here:

<http://www.ctc.ca.gov/credentials/leaflets/cl873.pdf>

You will want to go down one of these paths:

### **Route 1 – Less Than 2 Years of Full-Time Teaching Experience**

*Preliminary*

- Bachelor's degree or higher
- Basic skills requirement met (verification attached)
- Out-of-state credential (copy attached)
- Completed Application: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- Application Processing Fee: <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>

*Clear*

- Subject matter competence if not met with the issuance of the preliminary credential.
- Completion of a Commission-approved Professional Teacher Induction Program (verification attached)
- English learner authorization

### **Route 2 – Two or More Years of Full-Time Teaching Experience**

*Preliminary*

- Bachelor's degree or higher
- Basic skills requirement met (verification attached)
- Out-of-state credential (copy attached)

- Verification of two or more years of full-time teaching experience (letters and evaluations attached)
- Original evaluations or photocopies of the teacher's performance for at least two years of teaching

*Clear*

- Subject matter competence if not met with the issuance of the preliminary credential.
- One of the following:
  - Completion of 150 hours of professional activities (Verification of Completion Form CL-820A attached)
  - Master's degree or higher in related field
  - Equivalent number of units from regionally-accredited university
  - Bachelor's degree consisting of 150 semester units (or 225 quarter units)
- English learner authorization

*If all Route 2 requirements have been completed, applicant may be issued a clear credential.*

**Route 3 – National Board Certification**

- Copy of National Board Certification

*Applicants applying via Route 3 will be issued a clear credential.*

*Contact Information:*

P.O. Box 944270

Sacramento, CA 94244-2700

1-888-921-2682

<http://www.ctc.ca.gov/>

**Colorado**

**There are three ways to qualify for a license in Colorado:**

1. Completion of an approved educator preparation program through a regionally accredited university outside the state of Colorado. Your program must be comparable to one of our Colorado state-approved programs.
2. Completion of an alternative teacher preparation program in your preparing state. Alternative routes to licensure generally involve a teacher preparation program completed while serving as a classroom teacher. This route to licensure is for teachers and principals. Colorado requires that the applicant provide a letter from the organization through which they completed the Alternative program, listing all requirements that the applicant had to meet to qualify for a license.

3. Completion of a certification program in a foreign country.  
The Colorado Department of Education does not determine degree, credit, and program equivalencies for persons with credentials from outside the United States, except for Canadian transcripts which are in English. Colorado requires **course-by-course** evaluation. Colorado accepts equivalency from members of the [National Association of Credential Evaluation Services \(NACES\) at www.naces.org](http://www.naces.org).

**There are four types of licenses in Colorado (links to their basic certification requirements pages):**

- **Teacher** - [http://www.cde.state.co.us/cdeprof/Licensure\\_tch\\_req.asp](http://www.cde.state.co.us/cdeprof/Licensure_tch_req.asp)
- **Special Services Provider** - [http://www.cde.state.co.us/cdeprof/Licensure\\_ssp.asp](http://www.cde.state.co.us/cdeprof/Licensure_ssp.asp)
- **Principal** - [http://www.cde.state.co.us/cdeprof/Licensure Prin\\_req.asp](http://www.cde.state.co.us/cdeprof/Licensure Prin_req.asp)
- **Administrator** (Superintendent or Director of Special Education) - [http://www.cde.state.co.us/cdeprof/Licensure\\_AdminDir\\_req.asp](http://www.cde.state.co.us/cdeprof/Licensure_AdminDir_req.asp)

**Things to Note:**

- Every educator new to Colorado that intends to serve as a professional educator in the public school system must apply for this entry-level license, the Colorado Initial License.
- You must submit [official transcripts](#) from every college you've attended if any of that credit was used as transfer credit towards your [approved program](#).
- Colorado does not determine degree, credit, and program equivalencies for persons with credentials from outside the United State, except for Canadian transcripts that are in English. You must request a course-by-course equivalency evaluation from an agency approved and recognized by the Colorado Department of Education. This equivalency evaluation will take the place of [official transcripts](#).
- If you have completed an approved program, that included student teaching, then the Institutional Recommendation form **MUST** be completed by the Dean or Certification Officer at your college or university.
- They will accept out-of-state [Praxis II](#) test scores as long as they match the Colorado State Board of Education adopted test scores. You may be exempt from Colorado's content assessment if you have three or more years of verified full-time teaching experience. Substitute teaching does not count towards waiving testing requirements.
- Colorado does not require any additional coursework if you've met one of the three routes to licensure listed above. Applicants that don't meet one of the above requirements will either be referred to a college that offers an [approved program](#) in their endorsement area or to one of Colorado's Alternative Programs (for teachers only).

*Contact Information:*

6000 E. Evans Ave., Building #2, Suite 100, Denver, CO 80222  
303-866-6600  
303-830-0793 (fax)  
<http://www.cde.state.co.us/>



# **Connecticut**

## **Three types of certificates in CT:**

- Initial Educator Certificate (3 year duration)
- Provisional Educator Certificate (8 year duration)
- Professional Educator Certificate (5 year duration)

## **Eligibility:**

In general, in order to qualify for a certificate, applicants must meet the following requirements:

1. Completed a planned program of preparation at a regionally accredited institution in the field and at the grade level for which the certification endorsement is requested; **or**
2. Completed successful, appropriate [experience](#) in a public school system, or an approved nonpublic school **and**
3. Completed specific course work required for the certification endorsement area(s) sought

## **Testing Requirements:**

Testing requirements vary based on the certification endorsement area(s) requested. Testing requirements include:

- Praxis I (or obtain a [Praxis I waiver](#))
- Praxis II
- American Council on the Teaching of Foreign Languages (ACTFL)
- Connecticut Administrator Test (CAT)
- The School Leaders Licensure Assessment (SLLA).

Out-of-state teachers and administrators may be exempt from Board approved assessment requirements, including Praxis I PPST, Praxis II subject knowledge tests, Connecticut Foundations of Reading Test and/or ACTFL OPI and WPT, if they meet the following criteria:

Hold a valid certificate in another state that is equivalent to at least a Connecticut initial educator certificate AND have one of the following:

- three years of successful appropriate experience in that same state (in an approved nonpublic school or public school in the endorsement requested) in the past ten years; OR
- a Master's degree in the [academic subject area](#) for which Connecticut certification is being requested. Please note that pedagogical degrees in the subject area do not meet the requirements of the exemption.

An applicant who completed a planned program at an approved out-of-state institution and/or has teaching experience in another state may be eligible for a one-year interim certificate issued with

deferral of testing requirements. A certificate issued with a testing deferral is nonrenewable. All Connecticut testing requirements must be met by the expiration date on the certificate.

**No reciprocity:**

Connecticut does not have reciprocity with any other state. Candidates applying for a Connecticut certificate may be eligible based upon:

- Completion of a state approved planned educator preparation program, including Connecticut's specific coursework and assessment requirements; or
- Verification of a minimum of twenty months of full-time appropriate experience in the same approved nonpublic school, or out-of-state public school under an appropriate state certificate, permit or authorization, and completion of Connecticut's specific coursework and assessment requirements.

**More information:** <http://www.sde.ct.gov/sde/lib/sde/pdf/cert/obtaining1109aw.pdf>

*Contact Information:*

Bureau of Educator Standards and Certification

Connecticut State Department of Education

P. O. Box 150471 - Room 243

Hartford, Connecticut 06115-0471

(860) 713-6969

(860) 713-7017 (fax)

[teacher.cert@ct.gov](mailto:teacher.cert@ct.gov) (Responses by e-mail may take up to 2 weeks)

## **Delaware**

Educators who hold a *full and current* license/certificate in another U.S. state (including District of Columbia, Guam, and Puerto Rico\*) will receive a comparable license/certificate upon applying for licensure/certification in Delaware. Such educators should follow the same application procedures as other candidates, the only exception being that out-of-state educators who hold full and current licensure/certification *do not* have to meet the Praxis I testing requirement for licensure.

Please keep in mind that each applicant will be evaluated on an individual basis. In particular, out-of-state educators who hold *expired, emergency, limited standard, temporary, or otherwise restricted* licenses/certificates—different states may have different terms for these categories of licensure/certification—*are not automatically entitled* to a standard license/certificate due to reciprocity and will have to meet Delaware's testing requirement, which you can view here:

[https://deeds.doe.k12.de.us/certificate/deeds\\_testing.aspx](https://deeds.doe.k12.de.us/certificate/deeds_testing.aspx)

Register via the **Delaware Educator Data System** (DEEDS):

[https://deeds.doe.k12.de.us/registration/deeds\\_reg\\_intro.aspx](https://deeds.doe.k12.de.us/registration/deeds_reg_intro.aspx)

*Contact Information:*

Delaware Department of Education – Main Office

John G. Townsend Building  
401 Federal Street  
(Federal & Loockerman Streets)  
Dover, Delaware 19901  
*State Location Code (SLC):* D370B  
(302) 735-4000  
(302) 739-4654 (fax)  
<http://www.doe.k12.de.us/>

## **Florida**

Florida has two reciprocity routes for certified teachers and administrators to qualify for our Professional Certificate.

### **Route 1: Valid Standard Certificate Issued by a State Other than Florida**

- The certificate must be a standard or Level II certificate issued by the other state or US territory, and
- the certificate must be currently valid (not expired or revoked).
- The subject/s shown on your certificate must be considered comparable to a subject/s issued in Florida.

### **Route 2: Certificate Issued by the National Board for Professional Teaching Standards (NBPTS)**

- The NBPTS certificate must be currently valid.
- The Florida certificate will reflect the Florida subject considered comparable to the NBPTS subject.

**Begin your four steps towards certification here:**

<http://www.fldoe.org/EdCert/steps.asp>

**Florida subject list:**

<http://www.fldoe.org/EdCert/subjlist.asp>

*Contact Information:*

Florida Department of Education  
Bureau of Educator Certification  
Suite 201, Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400  
800-445-6739  
<http://www.fldoe.org/EdCert/>

## **Georgia**

Georgia will accept some teaching credentials from the following states. Contact the Georgia Professional Standards Commission to inquire about your specific situation. Please see their interstate reciprocity disclaimer for more information:

<http://certificationmap.com/reciprocity-disclaimer>

*Contact Information:*

Professional Standards Commission

Certification Section

Two Peachtree Street

Suite 6000

Atlanta, GA 30303

(404) 232-2500

<http://www.gapsc.com/certification/index.asp>

## **Hawaii**

### **For Provisional License (Nonrenewable):**

1. Complete a State Approved Teacher Education Program (SATEP).
2. Pass Hawaii subject area examinations in the field of your SATEP.

OR

Pass subject area examinations for licensure in the state where you completed your SATEP.

OR

Complete a major in the field of your SATEP if there is no subject area examination for your licensure area.

3. Meet the Professional Fitness requirements listed on the application, Section Two.
4. Pay your license fees.

The effective date of your license will be the date when you meet all requirements and submit all required documentation. Please periodically check our website for any revisions to licensing requirements and watch for announcements about the launch of the online licensing system.

### **For a Standard License (Renewable):**

1. Complete a State Approved Teacher Education Program (SATEP).
  - EXCEPTION: National Board for Professional Teaching Standards (NBPTS) certified teachers holding a current, valid out of state teaching license are NOT required to submit proof of a SATEP.

- EXCEPTION: Teachers with a current, valid out of state teaching license with the Meritorious New Teacher Candidate (MNTC) designation are NOT required to submit proof of a SATEP.
2. Pass basic skills, pedagogy and content knowledge tests.
    - EXCEPTION: If you hold a National Board Professional Teaching Standards Certificate, you do NOT need to take any Praxis Tests.
    - EXCEPTION: If you hold a teaching license with the Meritorious New Teacher Candidate designation you do NOT need to take any Praxis Tests.
    - NOTE: Teachers holding a current, valid out of state license may be able to use out of state licensure tests in lieu of Hawaii Praxis tests.
  3. Meet the Professional Fitness requirements listed on the application, Section 2.
  4. Pay your license fees.

The effective date of your license will be the date when you meet all requirements. Please periodically check our website for any revisions to licensing requirements and watch for announcements about the launch of the online licensing system.

*Contact Information:*

Hawaii Teacher Standards Board  
650 Iwilei Rd, #201  
Honolulu,  
Hi 96817  
808.586.2605  
808.586.2606 (fax)  
<http://www.htsb.org/>

## Idaho

**You are going to need a packet. Link to website:**

[http://www.sde.idaho.gov/site/teacher\\_certification/cert\\_cred.htm](http://www.sde.idaho.gov/site/teacher_certification/cert_cred.htm)

It is the responsibility of the applicant to have all required certification materials submitted together **in one packet**. An applicant who carefully prepares their application packet using the following guidelines will receive their certificate/credential in the least amount of time. An application will not be evaluated until all materials have been received.

**1) Completed and signed application:**

[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B1%20Initial%20-%20Reinstatement%20-%20Revision%20-%20Interim.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B1%20Initial%20-%20Reinstatement%20-%20Revision%20-%20Interim.doc)

**2) Completed fingerprint card** (not required for those seeking an evaluation only).

Applications must include a completed fingerprint card and the associated \$40 fee. The Idaho certificate/credential will not be issued until the applicant has cleared the background investigation check.

Fingerprint cards are not available on the State Department of Education website. To obtain a fingerprint card please email Andrea Capdeville at [fingerprintrequest@sde.idaho.gov](mailto:fingerprintrequest@sde.idaho.gov). Once you receive the fingerprint card, take it to your local police department or sheriff's office and have your prints rolled on the card. Return the fingerprint card, fee, and forms with your Idaho teacher application packet.

### 3) **Application fee - \$75**

Checks and money orders are to be made payable to State Department of Education. Credit cards are not accepted. Payment is non-refundable. Cash in exact amount will be accepted for walk-ins.

\$75 for the certificate/credential fee

\$40 for the fingerprinting/criminal history background check (if first-time applicant for an Idaho teaching credential)

One check or money order for both fees is acceptable.

If an out-of-state applicant is requesting an evaluation only, the \$75 certification fee is valid for only two (2) years. If a certificate/credential is not issued within two (2) years from receipt of the application, a new \$75 fee will be required.

4) **Notarized photocopy of a current and valid out-of-state certificate/credential/license.** It must have the validity time period posted on its face. The notarized photocopy is not required for those seeking an evaluation only.

A notarized photocopy can be obtained by taking the original out-of-state certificate/credential license to a notary public (available at most offices and banks). The notary public will make a copy of the document and notarize that it is a true copy of the original certificate/credential/license. If the notary refuses to sign the photocopy, write a statement indicating the photocopy is a true copy of the original certificate, sign and date the statement and request the notary to notarize your signature on the statement. Attach the statement to the photocopy and this will suffice as a notarized photocopy.

If your state does not issue hard copy certificates/credentials/licenses, include a copy printed from its website verifying your certification.

5) **Official transcripts** from all colleges or universities attended. Grade reports, faxed material, copies or other unofficial transcripts are not acceptable for certification purposes. Transcripts should not be submitted separately.

6) **Completed Institutional Recommendation** form for teachers who have less than two (2) years of experience as a certified professional (Form B2 Institutional Recommendation). If the applicant has taught for a minimum of two (2) years, an Institutional Recommendation is not required for the Standard Elementary certificate or Standard Secondary certificate; however, written verification of experience is required (see #7 below). All other certificates require an Institutional Recommendation regardless of the length of service.

An Institutional Recommendation is required for those seeking an Administrator, Pupil Personnel Services, Standard Exceptional Child or the Early Childhood/Early Childhood Special Education Certificate regardless of the length of experience.

7) **Completed Professional Experience Report** form for teachers with two or more years of experience (Form B6 Professional Experience Report). Professional experience gained while holding a teaching certificate/credential is the only experience accepted. Experience gained while student teaching and/or substituting is not accepted. If a completed Institutional Recommendation is included in the packet, experience verification is not required except for those seeking an Administrator Certificate.

Applicants for an Administrator Certificate are required to verify a minimum of four (4) years of certificated experience in a K-12 setting (Form B6 Professional Experience Report).

Other Institutional Recommendations required for Administrators, Pupil Personnel Services and Exceptional Child Certificates

[Form B2](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B2%20Institutional%20Recomendation.doc) for EC/ECSE, Elementary, Secondary, Exceptional Child or Pupil Personnel Services:  
[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B2%20Institutional%20Recomendation.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B2%20Institutional%20Recomendation.doc)

[Form B3](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B3%20Institutional%20Recommendation%20for%20Pre-K-12%20Principal.doc) for Pre-K-12 School Principals:  
[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B3%20Institutional%20Recommendation%20for%20Pre-K-12%20Principal.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B3%20Institutional%20Recommendation%20for%20Pre-K-12%20Principal.doc)

[Form B4](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B4%20Institutional%20Recommendation%20for%20Superintendents.doc) for School Superintendents:  
[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B4%20Institutional%20Recommendation%20for%20Superintendents.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B4%20Institutional%20Recommendation%20for%20Superintendents.doc)

[Form B5](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B5%20Institutional%20Recommendation%20for%20Directors%20of%20SPED.doc) for Directors of Special Education:  
[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B5%20Institutional%20Recommendation%20for%20Directors%20of%20SPED.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B5%20Institutional%20Recommendation%20for%20Directors%20of%20SPED.doc)

[Form B8](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B8%20Institutional%20Recommendation%20for%20Consulting%20Teacher%20of%20Special%20Education.doc) for Consulting Teacher of Special Education:  
[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B8%20Institutional%20Recommendation%20for%20Consulting%20Teacher%20of%20Special%20Education.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B8%20Institutional%20Recommendation%20for%20Consulting%20Teacher%20of%20Special%20Education.doc)

[Form B9](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B9%20Institutional%20Recommendation%20for%20Supervisor%20of%20Special%20Education.doc) for Supervisor of Special Education:  
[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B9%20Institutional%20Recommendation%20for%20Supervisor%20of%20Special%20Education.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B9%20Institutional%20Recommendation%20for%20Supervisor%20of%20Special%20Education.doc)

Applicants for an Administrator Certificate are required to verify a minimum of four (4) years of certificated experience in a K-12 setting ( [Form B6](#) Professional Experience Report):


[http://www.sde.idaho.gov/site/teacher\\_certification/docs/form/B6%20Professional%20Experience%20Report.doc](http://www.sde.idaho.gov/site/teacher_certification/docs/form/B6%20Professional%20Experience%20Report.doc)

An Institutional Recommendation is not required for those seeking an evaluation only.

8) **Praxis II assessment score sheet or notarized photocopy** (if applicable).

([www.ets.org/praxis](http://www.ets.org/praxis) for Idaho required tests)

The Praxis II requirement may be waived if the out-of-state candidate can provide verification of a current National Board for Professional Teaching Standards certificate OR provide a letter from the transferring state indicating highly qualified status (as defined by the No Child Left Behind Act), in the content area for which the person is seeking certification. NBPTS persons and individuals who provide the transferring state letter demonstrating content competency in the area they are seeking certification will receive a five (5)-year initial certificate/credential. You may use the following form to verify highly qualified status:

 HQT Verification Form:

[http://www.sde.idaho.gov/site/teacher\\_certification/docs/HQT%20Verification%20Form.pdf](http://www.sde.idaho.gov/site/teacher_certification/docs/HQT%20Verification%20Form.pdf)

An applicant will receive a three (3)-year Idaho interim certificate if the application packet is complete (pending results of the fingerprinting/criminal history background check). Complete packets must include the appropriate fees, notarized copy of the valid out-of-state certificate(s), the completed and signed application and Idaho fingerprint card. The applicant is then eligible to work in an Idaho school in the certificated/endorsed area indicated on the interim certificate while completing any Idaho coursework and/or testing requirements (i.e., Praxis II testing) indicated on the interim certificate evaluation. If the initial evaluation demonstrates all Idaho coursework and testing requirements have already been met then a renewable five (5)-year initial Idaho certificate/credential will be issued.

**IMPORTANT:** All deficiencies noted on the interim certificate/credential must be completed before the renewable five (5)-year initial Idaho certificate/credential will be granted.

Interim certificates/credentials are issued for three (3) years, a cycle beginning September 1 of the year issued and expiring August 31 of the appropriate year, unless otherwise specified.

Initial certificates/credentials are issued for five (5) years, a cycle beginning September 1 of the year issued and expiring August 31 of the appropriate year, unless otherwise specified.

**Mail the packet, and materials, here:**

State Department of Education  
Teacher Certification  
P.O. Box 83720  
Boise, Idaho 83720-0027

*Contact Information:*

State Department of Education  
650 West State Street  
Boise, Idaho 83720-0027



(800) 432-4601  
(208) 334-2228 (fax)  
[http://www.sde.idaho.gov/site/teacher\\_certification/](http://www.sde.idaho.gov/site/teacher_certification/)

## **Indiana**

- In order to be considered for an evaluation, you must possess a minimum of a bachelor's degree (master's degree for school services and administrative licensure) from an institution regionally accredited to offer degrees in education OR be a graduate of a regionally accredited institution and meet the education requirements for your state. Please note: Meeting minimum requirements for evaluation does NOT guarantee issuance of an Indiana instructional, administrative or school services license.
- Two fees, licensing and evaluation fees – each \$35.
- Valid Out of State Teaching License.
- Transcripts and Official Praxis Score Reports\*
- CPR/Heimlich maneuver certification

*\*Indiana is transitioning away from Praxis I to a new basic skills assessment—called CASA—during the summer of 2013. Passage of the basic skills assessment (math, reading and writing) is required for candidates seeking admission to Indiana teacher preparation programs. Registration may be completed now at [www.in.nesinc.com](http://www.in.nesinc.com), but CASA test administration will not begin until July 1. During July and August, candidates may choose to take either the Praxis I basic skills tests or the CASA tests, but Praxis I will no longer be available after August 31, 2013. Candidates who do not pass all three sections of Praxis I by August 31 need register only for the portion of the CASA they still need to pass.*

*Link to Testing information page: <http://www.doe.in.gov/improvement/educator-effectiveness/teacher-testing>*

### *Contact Information:*

Office of Educator Licensing & Development  
Indiana Department of Education  
151 West Ohio Street  
Indianapolis, Indiana 46204  
317-232-9010  
317-232-9023 (fax)  
[licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov)

## **Iowa**

- Six different licenses: Initial (valid 2 years), Standard (5 years), Master Educator (5 years), Class A (1 year), Substitute (5 years), Exchange (1 year). A vary in requirements.

### **For Initial License:**

- Baccalaureate degree from a regionally accredited institution.
- Completion of an approved teacher preparation program.
- Completion of an approved human relations component.
- Completion of requirements for a teaching endorsement. Completion of the mandated tests in the state in which the applicant is currently licensed (graduates before Jan. 1, 2013) OR Completion of the Iowa mandated tests (graduates after Jan. 1, 2013).
- New testing requirements can be found on the Department of Education Practitioner Preparation & Teacher Education page.
- Meets the recency requirement of 6 college credits or teaching experience – either within the last 5 years.

Link to Requirements Page: <http://www.boee.iowa.gov/require.html>

Link to PDF Forms: [http://www.boee.iowa.gov/seeking\\_teaching.html](http://www.boee.iowa.gov/seeking_teaching.html)

### *Contact Information:*

Board of Educational Examiners Licensure  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, IA 50319-0146

## **Kansas**

- Bachelor's degree from a regionally accredited college or university
  - Completion of a state-approved teacher preparation program
- Recency - means the applicant must have at least 8 credit hours or one year of accredited teaching experience completed within the last six years

### **AND**

- Must have [content and pedagogy tests](#) – tests completed to achieve the out-of-state license may be acceptable. **OR**
- May be issued an [two-year exchange license](#) if applicable **OR**

- May be issued a [one-year nonrenewable license](#) if hired by a Kansas district **OR**
- A [substitute license](#) until content and pedagogy tests are completed **OR**
  - Meet experience requirements to come in at the [professional license](#) level

**If this is your first Kansas license, you will also need to Order a Fingerprint Card and Instructions:**  
[http://www.ksde.org/HTMLDocs/License/Fingerprint\\_Form.html](http://www.ksde.org/HTMLDocs/License/Fingerprint_Form.html)

**Out of State Application available here:**

<http://www.ksde.org/LinkClick.aspx?fileticket=1xrDtuRDilo%3d&tabid=306>

*Contact Information:*

Teacher Ed and Licensure  
 KS State Department of Ed  
 120 SE 10th Avenue  
 Topeka, KS 66612-1182  
 785-291-3678  
<http://www.ksde.org/>

## **Kentucky**

**Candidates Trained Out-of State will need the following:**

- A completed a [TC-1 application](#) (.pdf). Forward this application to your college for the completion of Section IV on page 5 of the [TC-1 application](#) (.pdf).
- Passing Praxis II Specialty Area test scores for EACH area of certification (if less than two years of appropriate full-time teaching experience) and the Principles of Learning and Teaching test score for appropriate grade range.
- Have Section II completed by your superintendent, if you have out-of-state teaching experience.
- A \$50 money order or certified check made payable to the "Kentucky State Treasurer" or applicants may also use EPSB ["E-Pay"](#) online payment service to pay certification fees once the completed application has been mailed.
- Have **OFFICIAL** transcripts of all college and graduate coursework sent to:

**Division of Certification  
 Education Professional Standards Board  
 100 Airport Road, 3rd Floor  
 Frankfort, Kentucky 40601**

**Additional Information:** Out-of-state applicants must have completed a state approved teacher preparation program at a regionally accredited educator preparation institution or a state-approved alternative training program. In addition, candidates must comply with the state ancillary requirements such as GPA, testing and internship.

Out-of-state applicants who hold a valid certificate and have completed two years of teaching in the subject area and grade level on their certificate will be waived of the current testing requirements.

*Contact Information:*

100 Airport Road, 3rd Floor

Frankfort, Kentucky 40601

(502) 564-4606

(888) 598-7667 (toll free)

(502) 564-7080 (fax)

<http://www.kyepsb.net/index.asp>

## **Louisiana**

### **Out-of-State Applicant**

Louisiana offers two types of teaching certificates to applicants holding a standard out-of-state teaching certificate. Both are valid certificates and make the holder eligible for a teaching assignment in a Louisiana classroom. The certificate that is issued to the applicant depends on whether or not the applicant has met Louisiana 's Praxis and/or NTE testing requirements.

1. Level 1 Professional Certificate is a standard, three-year Louisiana teaching certificate that authorizes certification for the levels or subjects available in Louisiana and that are consistent with those currently on the applicant's Out-of-State teaching certificate. A Level 1 certificate is issued to individuals who have completed the Louisiana PRAXIS and/or NTE requirements.
2. Out-of-State Certificate is a standard, three-year, non-renewable Louisiana teaching certificate that authorizes certification for the levels or subjects available in Louisiana and that are consistent with those currently on the applicant's Out-of-State teaching certificate. An Out-of-State certificate is issued to individuals who have not met Louisiana 's PRAXIS and/or NTE requirements.

### **Packet available here:**

<http://www.louisianaschools.net/lde/uploads/10331.pdf>

### **Administrative Certificate:**

Louisiana offers three types of administrative certificates to applicants holding out-of-state educational leader licenses. All three allow the individual to hold administrative assignments in a Louisiana school district.

1. *Out-of-State Principal Level 1 (OSP1)* certificate is a standard, three-year, non-renewable Louisiana certificate issued to an individual who holds out-of-state certification as a principal (or comparable educational leader certificate) and has not met Louisiana 's Praxis and/or NTE requirements. It authorizes the individual to serve as a principal in a Louisiana public school system, and is issued when the individual anticipates immediate administrative employment in a Louisiana public school system.
2. *Out-of-State Principal Level 2 (OSP2)* certificate is valid for five years and is renewable every five years, based upon successful completion and verification of required continuing learning units. It authorizes the individual to serve as a principal in a Louisiana public school system and is issued when the individual anticipates immediate administrative employment in a Louisiana public school system.
3. *Out-of-State Superintendent (OSS)* certificate is valid only for the employing Louisiana public school

district requesting its issuance. It is valid for five years from date of first appointment as a superintendent and is renewable every five years.

**Packet available here:**

<http://www.louisianaschools.net/lde/uploads/10326.pdf>

*Contact Information:*

Division of Certification, Leadership, & Preparation

*Claiborne Building*

*1201 North 3rd Street*

*P. O. Box 94064*

*Baton Rouge , LA 70804 -9064*

*(225) 342-3490*

<http://www.doe.state.la.us/>

## **Maine**

Applicants holding a current full teaching certificate from another state who are seeking a teaching certificate in the same endorsement area in Maine will not be required to take the PPST or Principles of Learning and Teaching examinations. Provide a copy of the certificate with your application package.

Applicants holding a current full educational specialist certificate from another state who are seeking a certificate in the same area in Maine will not be required to take the Principles of Learning and Teaching examinations. Provide a copy of the certificate with your application package.

**Your package should include:**

1. A completed and signed application, **list the code and grade level on the application**
2. Official graduate and undergraduate transcripts showing courses, degree and date conferred;
3. Foreign transcript evaluation (if applicable);
4. ETS scores, if applicable;
5. Where applicable, a copy of out-of-state teaching certificate, Maine RN license (524), driver's license and driver education license issued by the Secretary of State (530), or NCSP or Maine psychologist license (093);
6. Appropriate **non-refundable** fee; and
7. If you answered yes, your explanation and, if necessary, court documents.

**For more information:** <http://www.maine.gov/doe/cert/initial/application/index.html#app>

**Contact Information:**

State of Maine Department of Education

Certification Office

23 State House Station

Augusta ME 04333-0023

(207) 624-6603

(207) 624-6604 (fax)

<http://www.maine.gov/education/cert/>

## **Maryland**

### **Step 1.**

You must hold a valid (current) professional certificate from another state, completed an out-of-state approved program, and have met the issuing state's qualifying scores required for the professional certificate.

### **Step 2.**

To request your initial Maryland certificate by mail, submit the following:

- Official transcript(s) in an unopened mailer for all course work taken (community college, baccalaureate, post-baccalaureate, if applicable). Your transcript must show the degree and date of conferral. Student copies in an unopened mailer are also acceptable.
- A photocopy of your valid out-of-state professional certificate;
- Verification of test scores for the required teacher certification tests for your out-of-state professional certificate. (A photocopy of the test scores or an official verification from a state department of education will be accepted.); and
- A cover letter with your name, complete mailing address, social security number, and the area of certification you are seeking. Day time telephone number and personal e-mail address are encouraged.

Send your complete packet to the following address:

Maryland State Department of Education  
Certification Branch  
200 W. Baltimore Street  
Baltimore, MD 21201

### **Step 3.**

We will determine your eligibility for certification and notify you in writing.

#### *Contact Information:*

#### **Division of Certification and Accreditation**

Maryland State Department of Education

200 West Baltimore Street

Baltimore, MD 21201

(410) 767-0412

[http://www.marylandpublicschools.org/MSDE/divisions/certification/certification\\_branch/](http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/)



## **Massachusetts**

Candidates from outside of Massachusetts may meet requirements for licensure if they have completed an approved educator preparation program from a regionally accredited institution outside of

Massachusetts and/or have appropriate educational experience in another state under a valid license from that state. Upon application, a review of official transcripts, recommendation by the preparing higher education institution and/or verification of successful experience will be necessary. Since licensure names, fields (subject area) and grade levels vary from state-to-state, applicants will receive the closest grade-level and/or field that is issued in the Commonwealth.

Massachusetts participates with almost every jurisdiction in the National Association of State Directors of Teacher Education and Certification ([NASDTEC](#)) Interstate Agreement to accept candidates' state approved preparation programs from a regionally accredited institution, or possession of the equivalent of at least an Initial license/certificate and three years of employment under such license/certificate during the previous seven years. Please note that the interstate agreement does not exempt candidates from degree, [testing](#) and/or prerequisite requirements applicable to the requested license.

Candidates from states that do not have an interstate agreement with Massachusetts may still be eligible for the Initial license if they pass the appropriate exams and completed an educator preparation program sponsored by a college or university outside Massachusetts that has been accredited by the National Council for Accreditation of Teacher Education ([NCATE](#)).

In order to facilitate licensure in Massachusetts, check with your institution's Registrar or Dean to see if your educator preparation program falls within either of the above two reciprocal options. If so, you will need a Verification Form   completed, signed and officially stamped by your institution as their endorsement.

The following states currently participate with Massachusetts in the 2005-2010 NASDTEC Interstate Agreement: Alabama , Alaska, Arizona , Arkansas, California, Colorado, Connecticut , Delaware, District of Columbia, Florida, Georgia, Guam , Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Mississippi ,Montana, Nebraska ,Nevada ,New Hampshire ,New Jersey, New Mexico, New York, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wyoming.

*Contact Information:*

Massachusetts Department of Elementary and Secondary Education  
Office of Educator Licensure  
75 Pleasant Street  
Malden, MA 02148  
781-338-6600  
781-338-3391 (fax)  
<http://www.doe.mass.edu/>

## **Michigan**

### **Michigan Teacher Certification for Out-of-State Candidates**

For those candidates who hold a valid out-of-state teaching certificate and wish to become Michigan teacher certificated, there are several options:

1. *A Temporary Teacher Employment Authorization, in accordance with Section 1531, will be issued if individuals possess a valid out-of-state teaching certificate and have met all requirements for the Michigan Provisional certificate, except passing the Michigan Test for Teacher Certification (MTTC), and have completed the following:*
  - A. *"Application for Michigan Provisional/Professional Education Certificate for Candidates Who Completed An Out-of-State/Out-of-Country Teacher Preparation Program."*
  - B. *Submission of all required documents; i.e., copies of out-of-state certificate(s), college transcript(s)/foreign evaluation and experience reports (if applicable). These documents must be submitted with the application.*
  - C. *Payment of appropriate fee.*
  
2. *A Michigan Professional Education certificate will be issued to an applicant who:*
  - A. *Holds a valid out-of-state teaching certificate (and has never held a Michigan teaching certificate).*
  - B. *Holds a master's or higher degree earned at any time or has completed at least 18 semester credit hours in a planned program following the issuance of their initial teaching certificate or license.*
  - C. *Has, following the issuance of their initial teaching certificate or license, completed 3 years of successful teaching experience within the validity of their out-of-state certificate. Documentation using the experience report form, provided with the application, is required.*
  - D. *Has completed Michigan's reading credit requirement of 3 semester hours of teaching reading for the secondary level certificate, or 6 semester hours of teaching reading for the elementary level certificate.*

*If all the requirements above are met, a Michigan Professional Education certificate may be issued, and the Michigan Test for Teacher Certification will not be required.*

### **Out-of-State Special Educators**

Some out-of-state candidates are prepared strictly for Special Education with no preparation for the regular classroom. If the applicant meets Michigan's requirements for specific special education, a Secondary certificate with specific special education endorsement(s) will be issued based on the equivalency option. If the applicant does not meet Michigan's requirements for specific special education, a regular certificate cannot be issued, and he/she would be referred to a Michigan teacher preparation institution.

The difference between a special education certificate with a specific endorsement in one or more of the special needs areas and a generic special education endorsement is the emphasis on preparation in a specific special need as opposed to general preparation across many special needs areas. The person with a generic endorsement may be qualified to have a specific special education endorsement in Michigan, but would need to meet the requirements listed below.

1. Evaluation Process for Out-of-State Special Educators:



A. Out-of-State Certificate with Specific Special Education Endorsement

*A Michigan certificate may be issued in a specific area of special education if, in addition to the nonacademic requirements, the candidate has completed a 24-hour program in special education (a total of 24 hours in any kind of special education coursework) and a minimum number of semester hours in one or more of the following special need areas:*

Mentally Impaired (9 semester credit hours)  
Emotionally Impaired (6 semester credit hours)  
Learning Disabled (6 semester credit hours)  
Visually Impaired (12 semester credit hours)  
Hearing Impaired (12 semester credit hours)  
Orthopedically Handicapped (12 semester credit hours)

B. Out-of-State Special Education Generic Certificate

If, in addition to the nonacademic requirements, the transcript shows completion of 24 semester hours of coursework in special education from an approved college(s) with the required amount of hours in one or more special needs areas as stated above, a certificate with an endorsement in that area can be granted.

**NOTE:** The transcript must denote what special education endorsement areas the coursework is in. Otherwise, the applicant must have a written statement from the dean of the college of education at the university stating that the minimum number of credit hours in the specific area were completed. If the requirements for a Michigan special education certificate are not met, the candidate may then be directed to an approved Michigan teacher preparation institution to complete an approved special education program.

Link to PDF on certification requirements:

[http://www.michigan.gov/documents/mde/Facts\\_About\\_Teacher\\_Certification\\_In\\_Michigan\\_230612\\_7.pdf](http://www.michigan.gov/documents/mde/Facts_About_Teacher_Certification_In_Michigan_230612_7.pdf)

*Contact Information:*

Michigan Department of Education  
608 W. Allegan Street  
P.O. Box 30008  
Lansing, MI 48909  
517-373-3324  
<http://www.michigan.gov/>

## **Minnesota**

UPDATE: A new law (2013 Minnesota Session Law Chapter 116) which became effective at the end of the recently concluded 2013 legislative session directs the Board of Teaching and Educator Licensing to change certain testing conditions for receiving temporary licenses. These temporary licenses do not require passing scores for the MTLE Basic Skills tests (the Content and Pedagogy testing requirements have not changed).

- **Teachers who have already been issued a one-year license in Minnesota** may be granted an additional one-year temporary license for the 2013-2014 school year even if the teacher has not yet passed one or more of the MTLE Basic Skills tests (Math, Reading, Writing). All other licensing requirements and renewal conditions must still be met. These teachers may renew that temporary license for the 2014-2015 school year without again attempting or passing the Basic Skills tests.
- **Teachers applying for a first license in Minnesota who have completed a Minnesota licensure program** may be granted a one-year temporary license for the 2013-2014 school year if the teacher has attempted but not yet passed MTLE Basic Skills tests. These teachers may renew that temporary license for the 2014-2015 school year without again attempting or passing the Basic Skills tests.
- **Teachers applying for a first license in Minnesota who completed an out-of-state licensure program** may be granted a one-year temporary license for the 2013-2014 school year in order to allow time to attempt and pass the MTLE Basic Skills tests during that year.\* A teacher who does not pass the MTLE Basic Skills tests during that year may renew the temporary license for the 2014-2015 school year.

Chapter 116 also creates a Teacher Licensure Advisory Task Force. The task force is directed to evaluate the MTLE Basic Skills tests and recommend methods for teacher candidates to demonstrate skills mastery by February 14, 2014. The Board of Teaching must adopt rules by January 1, 2015 reflecting the task force recommendations.

While Chapter 116 provides for temporary licenses described above, in order to receive and be granted a full five-year professional license, a candidate must pass all MTLE Basic Skills exams. Candidates seeking full licensure who have not yet attempted the basic skills tests are encouraged to attempt the tests.

*\* Note: Passing scores from PPST Praxis I tests taken prior to September 1, 2010, will be accepted if they met Minnesota's former passing score requirements.*

An applicant who completes an approved program leading to licensure in another state may be granted a Minnesota professional license when the following criteria are met:

- The teacher preparation institution is accredited by the regional association for the accreditation of colleges and secondary schools;

- The program leading to licensure has been recognized by that state as qualifying the applicant completing the program for current licensure within that state;
- The program leading to licensure completed by the applicant is essentially equivalent in content to approved programs offered by Minnesota teacher preparation institutions according to Board of Teaching rules governing the licensure field;
- The grade level range of preparation is the same as, greater than, or not more than one year less than the grade level range of the Minnesota licensure field for which application is made;
- The teacher preparation institution which offers the program leading to licensure verifies (using our form, not a letter from the institution) that the applicant has completed an approved licensure program at that institution and recommends the applicant for a license in the licensure field and at the licensure level;
- The applicant has completed a program leading to licensure as verified by an official transcript issued by the institution recommending the applicant for licensure. In addition to the transcript where you completed your education program, also submit official transcripts of other coursework you have taken since those may be considered when we determine your eligibility for licensure;
- The applicant has evidence of completing instruction in methods of teaching in the licensure field and at the licensure level of the program; and
- The applicant has completed student teaching in each licensure field and at applicable grade ranges or essentially equivalent experience.

Link to Page with PDF: <http://education.state.mn.us/MDE/EdExc/Licen/AppOutStateCountry/index.html>

*Contact Information:*

Educator Licensing  
 Director John Melick  
 1500 Hwy 36 West  
 Roseville, MN 55113  
 651-582-8691  
[mde.educator-licensing@state.mn.us](mailto:mde.educator-licensing@state.mn.us)  
<http://education.state.mn.us>

## **Mississippi**

UPDATE: Praxis Test Scores

This summer the State Board of Education approved a proposal to increase the required passing score on a specific list of Praxis tests required for licensure. The board action became effective on September 1, 2012 so that anyone applying for a teacher's license after Sept. 1 would be

required to meet the new cut score. This change caused a great deal of difficulty for many prospective teachers that had received passing scores on the Praxis prior to Sept. 1 but had not completed programs and were not yet ready to be licensed.

On Nov. 16, the Board approved a transition plan to allow individuals who held a passing score on Praxis I or II prior to Sept. 1, in the subject areas previously presented to the board, to submit those scores for licensure until September 1, 2014.

To be clear, anyone taking the test after September 1, 2012 must meet the new score. Those that took the test and received a passing score prior to September 1, 2012 will now be able to still use the old passing score for licensure until Sept. 1, 2014. The following link shows a list of the tests with the increased new score: [Increase of Praxis Tests Cut Scores](#)

### **Class Levels of Mississippi Licenses:**

Class A = Bachelor's level license

Class AA = Master's degree level license

Class AAA = Specialist degree level license

Class AAAA = Doctorate degree level license

### **Class A – 5 years:**

- Bachelor's degree or higher in Teacher Education from a state approved or NCATE approved program from a regionally/nationally accredited institution of higher learning
- Praxis II (Principles of Learning and Teaching Test)
- Praxis II (Specialty Area Test) in Degree program

Link to more information and other class level requirements: <http://www.mde.k12.ms.us/docs/educator-licensure/licensure-guidelines-revised-5-21-13.pdf?sfvrsn=0>

### *Contact Information:*

359 North West Street

Jackson, MS 39201

601-359-3513

<http://www.mde.k12.ms.us/index.html>

## **Missouri**

### **To become certified as a teacher in Missouri:**

- You hold a professional teaching certificate from another state and wish to become certified in Missouri
- You have completed a teacher preparation program at a Missouri institution
- You are enrolled in a teacher preparation program at a Missouri institution and need a provisional/academic contract

- You have completed a teacher preparation program in another country
- You have not completed a teacher preparation program and are looking for information on how to become a certified teacher in Missouri
- You need to determine your eligibility for a temporary authorization certificate
- You hold a temporary authorization certificate and have completed the requirements to upgrade to an initial professional certificate (IPC)

For more information: <http://dese.mo.gov/eq/cert/becomecertified.html#holdoutofstatecertificate>

*Contact Information:*

**Department of Elementary and Secondary Education**

205 Jefferson Street

PO Box 480

Jefferson City, MO 65102

573-751-4212

573-751-8613 (fax)

<http://dese.mo.gov/divteachqual/teachcert/edcert.html>

## **Montana**

**APPLICANTS LICENSED IN OTHER STATES MUST COMPLETE THE ENTIRE LICENSURE PROCESS FOR MONTANA.** Include a copy of your current license from the other state. Due to Montana's federally approved definition of a "highly qualified teacher", applicants from out of state who completed an alternative route to license or licensure/endorsement via testing may not qualify for full licensure in Montana. Please apply for the appropriate license, and if you do not meet the qualifications, their Licensure Division will offer you the appropriate license after their review.

**Standard Degree:**

- Hold a bachelor's degree; and
- Verify completion of an accredited professional educator preparation program in an area approved for endorsement in Montana; and
- Successfully complete a supervised teaching experience either as part of an accredited professional educator preparation program or successfully complete one year of teaching experience in a state accredited elementary and/or secondary school district.

*Contact Information:*

[cert@mt.gov](mailto:cert@mt.gov)

406.444.3150

<http://www.opi.mt.gov/Cert/Index.html>

## **Nebraska**

**Certification Interactive Information site:**

[http://datacenter.education.ne.gov/tcert\\_flowchart\\_teaching/tcert\\_flowchart\\_teaching.dll/EXEC](http://datacenter.education.ne.gov/tcert_flowchart_teaching/tcert_flowchart_teaching.dll/EXEC)

*Contact Information:*

301 Centennial Mall South

P.O. Box 94987

Lincoln, Nebraska 68509

(402) 471-0739

(402) 471-9735

## **Nevada**

To apply for a teaching license in the State of Nevada, you must meet the following requirements:

- Applicant must be a citizen of the United States or be a lawful permanent resident of the United States with a valid permanent residency (PR) card.
- Degree(s) and semester credits must be submitted on official transcripts from regionally accredited colleges or universities.
- Foreign transcripts must be accompanied by an original course-by-course and degree equivalency evaluation completed by an approved evaluation. (Acceptance of Foreign Transcripts)
- In some cases, full-time contracted teaching experience may waive student teaching.
- If you have an expired Nevada license, you will need to clear all provisions that were originally placed on the license before you can reapply for any license. (Example: If you have an expired substitute license, all provisions must be cleared before you can reapply for the substitute license or a teaching license.)

Applicants who are applying for teacher licensure based upon holding a license from another state, reciprocity, must submit the following with their application packet:

- The "Verification of Good Standing" form (Section A completed and signed);
- Notarized copy of license held; and
- The completed "Verification of Teaching Experience" form.

Although Nevada has signed the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement, we are not reciprocal with all states\* and we require a recent teaching experience. Additionally, if the teaching license you currently hold is a temporary permit or letter of qualification, emergency, alternative, conditional, preliminary, provisional, restrictive, pre-intern, etc., type of license/ certificate/credential or if it was issued by exam or earned through a program for which you did not receive credit from a regionally accredited college or university as reflected on an official transcript, *you will not qualify for a teaching license in Nevada based on a reciprocal agreement.*

\* Nevada is not reciprocal with Alaska, Delaware, Illinois, Iowa, Minnesota, Missouri, Ohio, South Dakota, Wisconsin or any U.S. Territory except Guam for any teaching area other than special education, when allowed per regulation. Additionally, we are not reciprocal with any state for those areas which fall under Specialized Education Personnel or for endorsements that require a base license as a prerequisite for issuance.

**For more information on requirements and testing:**

[http://teachers.nv.gov/Getting\\_Started/Getting\\_Started/](http://teachers.nv.gov/Getting_Started/Getting_Started/)

*Contact Information:*

9890 South Maryland Parkway, Suite 221

Las Vegas, Nevada 89183

(702) 486-6458

(702) 486-6450 (fax)

<http://nvteachers.doe.nv.gov/>

## **New Hampshire**

Application Instruction Sheet:

<http://www.education.nh.gov/certification/documents/certiappendinstr.pdf>

Teacher Certification Brochure:

<http://www.education.nh.gov/certification/documents/brochure.pdf>

For information on certification and PDF documents:

<http://www.education.nh.gov/certification/index.htm>

*Contact Information:*

101 Pleasant Street

Concord NH 03301

(603) 271-3494

(603) 271-1953 (fax)

## **New Jersey**

**According to NJ policy:**

- Out-of-state teachers who have one year's teaching experience in good standing under their states' final or initial level certificate (equivalent to our standard or CEAS certificate) can receive our standard certificate upon providing application, oath of allegiance / criminal history form,

transcript(s), GPA, fee, letter(s) of job experience, and proof of passing the Praxis test at New Jersey's current passing score. **N.J.A.C. 6A:9-8.8(c).**

- Out-of state graduates of teacher preparation programs that include student teaching AND out-of state teachers with less than one year's teaching experience in good standing under their states' final level certificate will receive our Certificate of Eligibility with Advanced Standing and be required to enter our Provisional Teacher Program (PTP) upon hiring. This currently requires 30 weeks of mentoring, two formative evaluations, and one final evaluation in order to receive our standard certificate. **N.J.A.C. 6A:9-8.2**
- Out-of-state candidates who meet all other requirements except the GPA minimum must demonstrate three years successful teaching experience under a valid out-of-state certificate as evidenced by offers of contract renewal or satisfactory performance evaluations. **N.J.A.C.6A:9-8.8(d).**
- Reciprocity with the Alternate Route from other states. **N.J.A.C. 6A:9-8.8(f).** Candidates who present official evidence of the following requirements are eligible for standard certification:
  1. Satisfy the requirements for initial certification;
  2. Completion of an out-of- State non-traditional or alternate route teacher preparation program comparable to New Jersey's Alternate Route program. Determination of the out-of-State program made by the Department
  3. A valid standard certificate from the State where the non-traditional or alternate route program was completed;
  4. Completion of one year of appropriate teaching experience under a valid out-of-State instructional certificate.
- Out-of-state candidates who meet all other requirements except the GPA minimum must demonstrate three years successful teaching experience *under a valid out-of-state provisional or standard (i.e. not substitute or emergency) certificate* as evidenced by offers of contract renewal or satisfactory performance evaluations. **N.J.A.C.6A:9-8.8(c) and (d).**
- A candidate who holds the Meritorious New Teacher Candidate (MNTC) designation and the corresponding out-of-State license or certificate shall be eligible for the standard certificate in the MNTC designated field without additional requirements. **N.J.A.C.6A:9-8.8(f).**
- A candidate who holds National Board for Professional Teacher Standards (NBPTS) certification and the corresponding out-of-State license or out-of-State certificate shall be eligible for the standard certificate in the NBPTS certificate field without additional requirements. **N.J.A.C.6A:9-8.8(e).**

**Out of State Licensing form:**

<http://www.state.nj.us/education/educators/license/forms/outofstatearp.pdf>



*Contact Information:*

**Office of Licensure & Credentials**

P.O. Box 500

Trenton, NJ 08625-0500

609-292-2070

<http://www.state.nj.us/education/educators/license/>

## **New Mexico**

### **The Initial Process:**

A complete application packet is the application completely filled out/signed. It includes official transcripts from all universities/colleges attended, and any supporting documentation as listed in the instructions on the application. Please use the check off list included in the application packet to ensure completeness.

How do I pay and what are the fees?

A Cashier's Check or Money Order made out to the Public Education Department (PED) in the amount of:

- \$65 for initial teaching, administrative and instructional support providers
- \$25 for initial coaches, substitutes, educational assistants and health assistants
- \$35 for endorsements, except when applying for a license as that is included on the initial application
- \$35 for renewal of teaching, administrative and instructional support providers, unless it has been expired more than 1 year, then need initial application & fee of \$65 plus background check information (see Educator Ethics)
- \$25 for renewal of coaches, substitutes, educational assistants and health assistants
- \$29.25 for fingerprint processing

### **Send to:**

Professional Licensure Bureau  
300 Don Gaspar (Rm. 101)  
Santa Fe, NM 87501

### **Teacher Reciprocity**

- Bachelor's Degree or higher (earned from a regionally accredited college/university)
- Hold and provide a copy of at least 1 current valid teaching license issued by a state education agency, Department of Defense School or foreign country that is comparable to the license they are seeking
- Have completed a standard or alternative teacher preparation program
- Provide copies of test scores for exams required to receive the license
- Provide evidence of having satisfactorily taught under their out-of-state/country licenses; or combination of valid licenses

**Levels of Teaching Licenses and Salaries:**

- Level 1 → Exam or fewer than 3 full school years experience → \$30,000
- Level 2 → 3 – 5 years experience → \$40,000
- Level 3 → 6 or more years experience → Master's Degree → \$50,000

**Forms available here:**

<http://www.ped.state.nm.us/Licensure/2010/forms.html>

*Contact Information:*

New Mexico Public Education Department  
Jerry Apodaca Education Building  
300 Don Gaspar  
Santa Fe, NM 87501  
(505) 827-5821  
<http://www.ped.state.nm.us/licensure/>

## **New York**

To receive an **initial** New York State teaching certificate in most fields, candidates are required to achieve passing scores on the Liberal Arts and Sciences Test (LAST), the elementary or the secondary version of the Assessment of Teaching Skills—Written (ATS–W), and a Content Specialty Test (CST) in their area of certification.

Candidates who received a **provisional** certificate effective before February 2, 2004, in PreK–6, secondary academic titles (7–12), or ESOL are required to achieve passing scores on the CST in the content area of the certification and the Assessment of Teaching Skills—Performance (ATS–P) (video) in order to obtain a **permanent** certificate.

To obtain a **bilingual education extension** to a teaching certificate, candidates are required to achieve a passing score on the Bilingual Education Assessment (BEA) in the target language of instruction.

Candidates seeking a Level I, Level II, Level III, or Pre-Professional New York State **teaching assistant certificate** on or after February 2, 2004, are required to achieve a qualifying score on the Assessment of Teaching Assistant Skills (ATAS). Progression from one level to another does not require that a candidate retake the ATAS.

The New York State testing requirements for specific teaching certificates are available from the Office of Teaching Initiatives. Visit their Web site at <http://OHE32.nysed.gov/tcert/> for more information.

**Reciprocity:**

Applicants who hold a certificate from another state, or who have completed an approved program that would lead to a teaching certificate in another state, may be eligible for a certificate through interstate reciprocity.

**Applicants must...**

- Possess a Comparable Certificate from Another State A comparable certificate requires one of the following:
  - a.) The completion of an approved teacher education program that is comparable to New York State requirements
  - b.) Three years of satisfactory teaching experience, within the previous seven years, under an acceptable certificate.\*[List of Acceptable Level Certificates](#)
- Bachelor's Degree
- Valid Level II certificate in a comparable title
- Fingerprint Clearance
- During the two years you must satisfy the examination requirements for a regular Initial certificate.
- Upon completion of the testing requirements, an Initial certificate will be issued.
- The initial certificate will be valid for five years from the effective date of the conditional Initial certificate.

**To apply:**

<http://www.highered.nysed.gov/tcert/teach/home.html>

**Note:** Upon completion of your application, apply for fingerprinting online using your [TEACH](#) account, which you can log into here: <http://www.highered.nysed.gov/tcert/teach/login.html> For information about the fingerprint process go to the Fingerprinting web page: <http://www.highered.nysed.gov/tcert/ospra/home.html>

**Contact** the registrar's office of each college/university you attended and ask that they submit official transcripts to this office.

*If applicable, mail a copy of your valid out-of-state certificate to:*

Office of Teaching Initiatives  
 New York State Education Department  
 89 Washington Ave, 5N EB  
 Albany, New York 12234

**step-by-step questionnaire for certification:**

<http://www.highered.nysed.gov/tcert/certificate/applicant.html>

*Contact Information:*

Office of Teaching Initiatives  
 New York State Education Department  
 89 Washington Ave, 5N EB  
 Albany, New York 12234  
 (518) 474-3901  
<http://www.highered.nysed.gov/tcert/certificate/>

# North Carolina

## *Did you know?*

North Carolina ranks as the #1 State in the Nation for the overall number of National Board Certified Teachers - Over 14,200 NBCTs!

**Step 1. Complete Form A** - Application for a North Carolina License ([pdf, 27kb](#) or [doc, 52kb](#)):  
<http://licensurepublic.dpi.state.nc.us/Licensure%20Forms%20pdf%20format/Form%20A.pdf>

## **Step 2. Provide:**

### **Your license from another state.**

- Include a copy of the front and back, with the code key.
- It must be clear and legible.

**OR**

**Complete Form V** - Verification of completion of an approved Teacher Education Program ([pdf, 17kb](#) or [doc, 49kb](#)) :  
<http://licensurepublic.dpi.state.nc.us/Licensure%20Forms%20word%20format/Form%20V%20with%20fill%20ins.doc>

- Form V is required if you have a graduate degree in education, or if you think there may be any question about the areas listed on your certificates or licenses.
- This needs to be completed by the recommending official (licensure officer or dean of education) at the institution where the approved education program was completed.

## **Step 3. Transcripts**

- Submit ORIGINAL, DEGREE DATED transcripts for each of your degrees and any coursework you have completed not listed on your transcript (community college or post-degree credits.)
- Grade reports and computer-generated copies are not acceptable.
- Official transcripts for coursework being used for HQ ("[Highly Qualified](#)") purposes must be included with the application.

**Step 4. Test Scores or Form OS-HQ** - Verification of "[Highly Qualified](#)" Status ([pdf, 27kb](#) or [doc, 44kb](#))  
<http://licensurepublic.dpi.state.nc.us/Licensure%20Forms%20pdf%20format/Form%20OS-HQ.pdf>

- Test score(s) of the NTE/Praxis (legible, unaltered copies) should be provided if you have taken one or more of these tests or if they were required for your out of state license.  
*OR*
- If you do not have subject area testing completed for your licensure areas please submit form OS-HQ. Information on your HQ status should include an official description of how the HQ was acquired. Verification of HQ status written by the applicant will not be accepted.

**Step 5. Form E** - Verification of K-12 Teaching Experience ([pdf, 27kb](#) or [doc, 69kb](#))

<http://licensurepublic.dpi.state.nc.us/Licensure%20Forms%20pdf%20format/Form%20E.pdf>

- This form needs to be completed if you have prior K-12 teaching experience, one for each former employer.
- Part A is used for verifying professional educator experience.
- Part B is used for verifying Instructional Teaching Assistant experience.

**AND / OR**

**Complete Form CE** - Verification of Post Secondary (College) Educator experience ([pdf, 25kb](#) or [doc, 61kb](#))

<http://licensurepublic.dpi.state.nc.us/Licensure%20Forms%20pdf%20format/Form%20CE.pdf>

**Step 6. International Verification** - If you have earned a degree from another country

Provide an evaluation from an international education evaluation service with a copy of a current work authorization visa, permanent resident card or US passport. **Note:** For degrees earned abroad, the transcripts must be translated into English by an evaluating agency. NC DPI will not accept translations done by the applicant.

**Step 7. Notes, Payment and Mailing Instructions**

- Do not use highlighters of any color on your documents. Highlighted information is blacked out and unreadable by our digital scanning system. Highlighted documents may be returned to you.
- Incomplete application packages will be returned.
- Include a stamped, self-addressed envelope if you want your application materials returned.
- Processing fees are non-refundable.
- You may pay by personal check, money order, or certified check made payable to the Department of Public Instruction. You may also pay by Visa or MasterCard. If you wish to pay by credit card, fill out the credit card payment form ([pdf, 56kb](#)).  
<http://www.dpi.state.nc.us/docs/licensure/ccform.pdf>
- If payment is refused for processing fees paid by check or by credit card, any license that has been processed will become null and void.
- Mail the completed forms, supporting materials and processing fee of \$85.00 to:

NC Department of Public Instruction  
Licensure Section  
6365 Mail Service Center  
Raleigh NC 27699-6365

**Contacts:**

<http://www.dpi.state.nc.us/fbs/personnel/contacts/>

*Contact Information:*

919.807.3300

<http://www.dpi.state.nc.us/>

## **North Dakota**

North Dakota has limited reciprocity with other states. All out-of-state applicants submit transcripts for review by the same criteria as ND applicants. You will need to apply and provide official copies of transcripts from all the institutions of higher education you have attended. There is a \$30 fee to receive the application packet and a \$175 non-refundable fee for the transcript review process. Those meeting the full North Dakota requirements will be issued a 2-year initial license which has a fee of \$70. See information on [Initial Licensure](#). Those who meet the minimum reciprocity requirements and submit a satisfactory plan for completing the remaining ND requirements will be issued a 2-year interim reciprocal license which has a fee of \$70. See information on [Interim Reciprocal Licensure](#): <http://www.nd.gov/esp/licensure/apply1.html#Interim>

### **Initial Licensure**

In order to receive initial licensure, applicants must:

1. successfully complete a state agency approved bachelors level teacher education program. The program must include both a certifiable major or minor (see list on the back of the ND licensure application form) and the professional education sequence well as the general studies. ND requires 26 semester or 40 quarter hours of professional education coursework for secondary and 34 SH or 50 QH for elementary.
2. have at least 2.50 overall grade point average
3. have successfully completed at least 10 weeks of full time, supervised student teaching in the certifiable area at the appropriate grade level(s).
4. clear fingerprinting screening for criminal convictions (See information on Provisional licenses)
5. be recommended for licensure by recent supervisors.
6. pay all applicable fees

If licensure is denied on the basis of requirements 1-3, you will need to contact a state approved institution to set up a course of study that will enable you to complete the additional coursework to become licensed. A hearing process is available if you wish to challenge denial. (interim reciprocal licensure)

### **Interim Reciprocal Licensure**

North Dakota has conditional reciprocity with other states. To receive interim reciprocal licensure an applicant must first hold a valid, current regular teaching certificate or license from another state, province, or similar jurisdiction, or have graduated a state approved teacher education program.

1. Interim reciprocal entrance requirements. Those who apply to the education standards and practices board, meet the minimum reciprocity requirements and submit a satisfactory plan for completing the remaining ND requirements will be issued a 2-year interim reciprocal license which has a fee of \$70. The minimum reciprocity qualifications are:
  - a. a bachelors degree that includes a major that meets the issuing jurisdiction's requirements in elementary education, middle-level education, or a content area taught in public high school,

- b. completion of a professional education sequence from a state approved teacher education program, including supervised student teaching,
  - c. fingerprint background check as required of all initial applicants,
  - d. submission and education standards and practices board approval of a plan to complete all remaining requirements for full North Dakota licensure as stated in Section 67.1-02-02-02.
2. Remaining North Dakota requirements. An applicant will be notified of remaining requirements for full North Dakota licensure by the education standards and practices board. All out-of-state applicants submit transcripts for review by the same criteria as ND applicants. The applicant must provide official copies of transcripts for all the institutions of higher education have attended. The non-refundable fee for the transcripts review process is one hundred seventy-five dollars (\$175).
3. Renewals. The interim reciprocal license is renewable once, provided adequate progress toward completing the remaining requirements is documented and approved by the education standards and practices board.

*Contact Information:*

2718 Gateway Avenue

Suite 303

Bismarck, ND 58503-0585

(701) 328-9641 - Phone

(701) 328-9647 - Fax

[espbinfo@nd.gov](mailto:espbinfo@nd.gov)

<http://www.nd.gov/esp/>

## **Ohio**

Individuals may qualify for acceptance under the interstate agreement through completion of an approved teacher preparation program in a member state. An individual's major area of certification may be obtained under the agreement. Minor or add-on areas received from a member state will be evaluated according to Ohio requirements. A copy of the out-of-state certificate or evidence of eligibility is required, in addition to official transcripts showing all college coursework.

Individuals may also qualify for acceptance under the interstate agreement if they hold a valid standard certificate issued by a member state and have, during the seven years immediately preceding application for certification in Ohio, satisfactorily served as an educator for not fewer than twenty-seven months under the standard certificate in an assignment matching the certification which is sought.

You may also call the office at (614) 466-3593 to request a packet. The out-of-state packet contains the information and application materials you will need in order to complete the Ohio Educator Licensure process. Please review the packet carefully to determine application procedures, and to ensure that you are submitting all required application materials.

- Initial License Application (Education program completed in Ohio)  
Use this application for:
  - 4-Year Resident Educator License
  - Add new areas to existing licenses.
  - An Ohio college or university recommending eligible individuals for an initial Ohio license.
  - Individuals applying for an initial Physical Therapist, Occupational Therapist, Physical Therapist Assistant, Occupational Therapist Assistant license.
- Initial License Application (Education program completed outside Ohio)  
Additional information:
  - Obtain the BCI and FBI criminal background report fingerprint cards by calling the Office of Educator Licensure at (614) 466-3593.

**Helpful Links:**

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Apply-for-Certificate-License>

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Prepare-for-Certificate-License/CTE-Teacher-Preparation-and-Licensure-Information>

*Contact Information:*

Office of Educator Licensure  
25 South Front Street  
Columbus, Ohio 43215-4183  
(614) 466-3593  
<http://www.ode.state.oh.us>

## **Oklahoma**

**Link to Certification information on site:**

<http://www.ok.gov/sde/teacher-certification#How>

**Contact Information:**

Karen Nickell,  
Director, SDE  
(405) 521-3337  
[Karen\\_Nickell@sde.state.ok.us](mailto:Karen_Nickell@sde.state.ok.us)  
<http://sde.state.ok.us/teacher/ProfStand/default.html>



## Oregon

### Link to Teacher Licensure Page:

<http://www.ode.state.or.us/search/page/?id=550>

### Contact Information:

Cassie Graham

(503) 947-5635

[cassie.graham@state.or.us](mailto:cassie.graham@state.or.us)

<http://www.ode.state.or.us/search/results/?id=369>

## Pennsylvania

### Interstate Certification Agreements:

Pennsylvania has signed an Interstate Agreement with other states/jurisdictions based upon the mutually agreed-upon conditions of that contract. The Interstate Agreement pertains to instructional areas only. All other certifications (education specialist, supervisory, administrative, etc.) must meet all requirements set in the [Program Specific Guidelines](#):

<http://www.teaching.state.pa.us/teaching/cwp/view.asp?A=6&Q=32546>

In order for this Bureau to evaluate an application using the Interstate Agreement, the candidate must provide verification that he/she has:

- Been awarded a baccalaureate degree.
- Completed a state-approved teacher education program, **including a supervised student teaching experience**, leading to a comparable or broader certificate in the member state.
- Received the recommendation from the certification officer at the college or university on an application form designated by this Bureau.
- Complied with all ancillary requirements, including Pennsylvania tests and 3.0 GPA. Six credits in math and six credits in English are also required for full certification.
- Met all Pennsylvania requirements related to citizenship as well as moral, ethical and physical/mental fitness.

**It should be noted that candidates for Pennsylvania Instructional certification must complete all the Praxis tests required by Pennsylvania unless verification is submitted of three (3) years of teaching on a fully-issued comparable state-issued certificate within the past seven (7) years. The out-of-state certificate must be comparable to the grade level and scope of the Pennsylvania certificate being requested. In those cases, the candidate must take and pass the appropriate Praxis content area test.**

Candidates who possess a valid and comparable (in subject and grade level scope) certificate issued by the **National Board for Professional Teaching Standards** will be issued a Professional Instructional II certificate. The applicant will not be asked to complete any additional requirements for that certificate, including Praxis Series tests.

The following sections of the Interstate Agreement have not been signed by Pennsylvania:

- Alternative preparation or alternative certification
- Certification and experience without having completed an approved program
- Vocational, educational specialist, administrator or supervisor.

Further information on the Interstate Agreement can be found at [NASDTEC](#).

*Contact Information:*

Bureau of School Leadership and Teacher Quality

Division of Certification Services

333 Market Street

Harrisburg, PA 17126-0333

(717) 787-3356

<http://www.teaching.state.pa.us/teaching/taxonomy/taxonomy.asp?DLN=97>

## **Rhode Island**

**Link to Certification Requirements Page:**

<http://www.ride.ri.gov/TeachersAdministrators/EducatorCertification/CertificationRequirements.aspx>

Effective March 1, 1996, Rhode Island adopted "Enhance Reciprocity" as a route to certification. This route provides that certification be granted to an applicant who holds a valid and comparable certificate from another member state, provided the applicant has complied with any requirements of the receiving state regarding degrees held, citizenship, and moral, ethical, physical, and mental fitness.

A copy, including any translation key, of a valid [teaching](#), [support](#), [administrative](#), or [vocational](#) certificate from the member state is required.

NOTE: This certificate must be a Level II certificate as defined in the Interstate Contract.

NOTE: This certificate must be valid during the period for which reciprocity is sought and must also be valid in the teaching area for which certification is desired.

NOTE: If you are eligible for certification by enhanced reciprocity, you do **not** need to meet the state testing requirement.

NOTE: School nurse teachers and social workers must hold a valid R.I. license issued by the R.I.

Department of Health to be considered for reciprocity.

*Contact Information:*

[eqac@ride.ri.gov](mailto:eqac@ride.ri.gov)

<http://www.ride.ri.gov/EducatorQuality/Certification/default.aspx>

## **South Carolina**

### **Reciprocal Applicants**

Applicants with a valid standard license issued by another state, a United States territory, or the Department of Defense Dependents Schools (DODDS), may be eligible for licensure through South Carolina's reciprocity agreement.

Interstate reciprocity does not apply to Career and Technology Education Work-Based Licensure.

#### STEP 1

- Evaluate status of existing credentials by reviewing South Carolina's current reciprocity agreement. South Carolina's multi-state agreement (Interstate Agreement on Qualification of Education Personnel) provides a smooth transition for an individual licensed in another state to acquire South Carolina educator licensure.
- Individuals with National Board for Professional Teaching Standards (NBPTS), upon application and a valid standard out-of-state license, will receive a professional licensure in their field.

#### STEP 2

- Complete the Application Procedure.
- Complete the electronic fingerprint process
- Submit the non-refundable \$105 processing fee.

#### STEP 3

- Submit an official, sealed transcript from each college attended.

#### STEP 4

- Submit a front and back copy of the existing, valid out-of-state license.
- Submit copies of any subject area or pedagogy test scores.
- Submit completed Verification of Teaching Experience form

*Contact Information:*

Office of Educator Certification

3700 Forest Drive Suite 500

Columbia, SC 29204  
803-734-8466  
<http://www.scteachers.org/cert/index.cfm>

## **South Dakota**

For persons that have never held a South Dakota teaching certificate before.

### **Items you will need to complete this online application include:**

- Student ID number(s) from ALL colleges/universities attended (optional)
- Praxis II Test Scores
- Previously attended Universities, dates, degrees, and majors

### **Cost:**

Five year certificate \$30.00 or Ten year certificate \$50.00

- If your degree is more than five years old, you must submit official transcripts verifying your completion of six semester hours of college credit earned from an accredited four-year college/university within the five year period immediately preceding application.
- Effective July 1, 2005, teachers new to the profession or to the state are required to pass Praxis II tests specific to the content areas they will be teaching. Teachers new to the profession or to the state also must take the Principles of Learning and Teaching test that most accurately matches their level of preparation.
- The department may issue a one-time ten-year certificate to an applicant who has completed advanced degree within the previous five-year period. The certificate shall be issued from the date of the completion of the degree. It may be to the applicant's advantage to apply for the one-time, 10-year certificate using future advanced degree credits.

One year certificate \$15.00

The department may issue a one year certificate allowing an applicant to complete required coursework/Praxis.

### *Contact Information:*

700 Governors Drive  
Pierre, SD 57501  
(605) 773-3134  
(605) 773-6139 (fax)  
[certification@state.sd.us](mailto:certification@state.sd.us)

# Tennessee

The Beginning Administrator License (BAL) is issued to an individual who has completed an approved graduate program in school administration at a college/university with acceptable accreditation. This program will include (1) a practicum or (2) a one-semester internship working through a Tennessee school system under a mentor principal or supervisor of instruction.

After completion of an approved program and the state required Praxis Exams Specialty Test, individuals who have completed a practicum as part of the program must be recommended by the college/university for the Beginning Administrator License. Individuals who have completed an internship as part of an approved program (Tennessee institutions only) must be recommended by the college/university and the superintendent/director of schools to receive the Beginning Administrator License. The Beginning Administrator License is valid for five years and is renewable until the license holder is employed. Once the holder of the Beginning Administrator License obtains employment as a beginning principal or supervisor of instruction in a Tennessee public or state accredited private school, the professional development and evaluation process begins for advancement to the Professional Administrator License.

To complete the application for the Beginning Administrator License:

1. Complete Part I regarding personal information.
2. Answer all the questions at **Please Read Carefully Before Signing** section; sign and date where indicated.
3. Check option for Initial Teaching License.
4. Part II & III of the application will be completed by the Dean of Education and Certification Officer of the college/university attesting to completion of the program and Praxis Exams for the Beginning Administrator License.
5. The successful completion of the **Praxis Exams Specialty Test is required** for the Beginning Administrator License. (<http://www.state.tn.us/education/lic/nte.shtml> )The test scores must be submitted directly to the Office of Teacher Licensing from ETS or the designated institution score report may be submitted by the recommending college/university.
6. Mail **the completed application, Praxis Score Reports, and official transcript(s)** reflecting the courses required for the Beginning Administrator License to the address provided on the application. (The signature of the Dean of Education and Certification Officer for the college/university is required on the application form.)

## **Out of State application:**

<http://www.state.tn.us/education/lic/doc/ed2693.pdf>

Out of State Certification Page: <http://www.tn.gov/education/lic/out.shtml>

## *Contact Information:*

Office of Teacher Licensing  
Tennessee Department of Education  
4th Floor, Andrew Johnson Tower

710 James Robertson Parkway  
Nashville, TN 37243  
(615) 532-4885  
(615) 532-1448 (fax)  
[Education.Licensing@tn.gov](mailto:Education.Licensing@tn.gov)  
<http://www.state.tn.us/education/lic/>

## Texas

An applicant who has been issued a standard certificate or credential from another state, territory of the United States , or another country may apply for a Texas certificate. The credential must be equivalent to a certificate issued by the State Board for Educator Certification (SBEC), and must not have been revoked, suspended, or pending such action. SBEC will evaluate an expired credential provided it was standard at the time of issuance. A statement issued by another state department of education specifying eligibility for standard certification upon completion of certain employment or examination requirements will have the same standing as a standard certificate.

An applicant who holds a standard credential issued by a jurisdiction outside Texas , and who meets specified requirements as determined by the review of credentials completed by the SBEC may be issued a One-Year Certificate in one or more subject areas. During the validity of this temporary, nonrenewable certificate, the applicant must complete satisfactorily all appropriate examinations for each certification area for which continued certification is desired. If the person has completed an examination administered under the authority of a jurisdiction outside Texas that is determined to be comparable to a Texas test, they may request an exemption of the Texas test.

Educators seeking certification in Texas must apply for a review of credentials.

- Application Information
- Create a TEA Online Account
- Complete application and pay \$180 non-refundable fee
- Submit official transcripts from all universities and colleges
- Submit copies of all certificates, front and back

Important Note for Educators with Student Services or Administration Certification: If you hold a stand-alone certificate in student services or administration but do not hold a classroom teaching certificate, you will need to submit documentation of two years of acceptable school experience in the area of your certificate. Acceptable documentation should be sent in the form of an official school service record (PDF, MB 1.01).

### One-Year Certificate

Educators who have completed the review of credentials and are found to be eligible may be issued a One Year Certificate. During the one year period of this nonrenewable certificate, the educator must complete all appropriate tests.

## Standard Certificate

Once all Texas requirements are completed, educators may apply online for a Standard Certificate

Link to Out of State Certification Page:

[http://www.tea.state.tx.us/index2.aspx?id=5372&menu\\_id=865&menu\\_id2=794](http://www.tea.state.tx.us/index2.aspx?id=5372&menu_id=865&menu_id2=794)

### *Contact Information:*

Texas Education Agency  
Educator Certification & Standards  
1701 North Congress Ave  
WBT 5-100  
Austin, TX 78701-1494  
(512) 936-8400

## Utah

To apply for a Utah Educator License, please read the following instructions carefully. Please note that these instructions are only for applicants who have never attained a Utah Educator License. If you have ever held a Utah license you must renew via the in-state process.

It is important to note that some licensing requirements may differ from those in your state. It is wise to study Utah's requirements for areas of concentration, endorsements, and testing before submitting your application. A step-by-step process follows this application checklist, where all of these requirements are spelled out in detail.

- Here is what to include in your application (Incomplete Applications are Returned to Sender).
- The completed application form.
- The evaluation filing fee of \$75. Make your check or money order out to USOE.
- Official copies of all college/university transcripts. They do not need to be sealed in an envelope, but they need to be originals, not photocopies. Highlighting your degree and the date it was confirmed on the transcript is very helpful for processing. Do not have transcripts sent to us from institutions of higher education. Have them sent to you and include them in your application.
- If you are a new graduate from a teacher preparation program, you will first need to obtain a teaching license in the state where the program is located. You may then apply through Utah's Out of State applicant process and include a copy of the out of state license with your other required documents.
- License(s) issued by other state(s). Submit the original or a clear photocopy of both front and back of said license(s).
- If you have teaching experience, verification of licensed out of state experience (half-time or more).

- PRAXIS II test scores if the score has been reported to you, or a copy of your admission ticket for an upcoming exam.
- Verification that you have applied for the required background check.

**Link to more information:** <http://www.schools.utah.gov/cert/Out-of-State-License.aspx>

*Contact Information:*

Utah State Office of Education  
250 East 500 South  
P O Box 144200  
Salt Lake City, UT 84114-4200  
(801) 538-7740  
(801) 538-7973 (fax)

## **Vermont**

The traditional route requires:

- Completion of a state approved educator preparation program at a college or university through a bachelor, post-baccalaureate or masters degree program,  
**AND**  
recommendation for licensing from the institution at the time of graduation. (If the Licensing Office needs clarification on your recommendation for licensure we will contact your institution for you.)

**OR**

- Meeting requirements under the rules of reciprocity.  
<http://education.vermont.gov/new/html/licensing/forms/reciprocity.html>

NOTE: All candidates who apply through the traditional route must also meet other licensing requirements which include testing, fingerprinting, etc.

**Application forms available here:**

[http://education.vermont.gov/new/html/licensing/forms/initial\\_license.html](http://education.vermont.gov/new/html/licensing/forms/initial_license.html)

*Contact Information:*

(802) 828-2445

(802) 828-5107 (fax)

[doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us)

<http://education.vermont.gov/new/html/maincert.html>



## Virginia

Link to Application: <http://www.doe.virginia.gov/teaching/licensure/application.pdf>

### Routes to Licensure in Virginia:

[http://www.doe.virginia.gov/teaching/licensure/multiple\\_licensure\\_routes.pdf](http://www.doe.virginia.gov/teaching/licensure/multiple_licensure_routes.pdf)

#### *Contact Information:*

Virginia Department of Education  
James Monroe Building  
101 N. 14th Street  
Richmond, VA 23219  
[licensure@doe.virginia.gov](mailto:licensure@doe.virginia.gov)  
1-800-292-3820  
<http://www.doe.virginia.gov/>

## Washington

The candidate must have:

- Earned a bachelor's or higher degree from a regionally accredited college/university.
  - Completed a state-approved teacher preparation program at a regionally accredited college/university
- OR**
- completion of a state-approved alternative pathway teacher preparation program, verify at least 3 years of K-12 teaching experience outside Washington, and hold a regular certificate in another state. In Washington there are 21 colleges/universities approved by the Professional Educator Standards Board to offer educator preparation programs.
- Out-of-state applicants must pass a basic skills test (WEST-B) within 12 months of receiving a temporary permit. See teacher assessments.  
<http://www.k12.wa.us/certification/Teacher/teachertesting.aspx>
  - Out-of-state applicants must pass an endorsement content knowledge test (WEST-E) within 12 months of receiving a temporary permit. See teacher assessments.  
<http://www.k12.wa.us/certification/Teacher/teachertesting.aspx>

#### *Contact Information:*

Old Capitol Building  
PO Box 47200  
600 Washington St. S.E.  
Olympia, WA 98504-7200  
(360) 725-6000  
<http://www.k12.wa.us/certification/TeacherMain.aspx>

## **West Virginia**

### **Does WV recognize certificates issued by other states?**

Yes. Any teacher who has graduated from a teacher preparation program at a regionally accredited institution of higher education and who holds a valid teaching certificate or certificates issued by another state shall be, upon application awarded a teaching certificate or certificates for the same grade level or levels and subject area or areas valid in the public schools of WV.

### **How may I obtain certification in WV based upon my certificate issued in another state?**

Educators licensed in another state can begin by downloading and completing the Form 20-T found at <http://wvde.state.wv.us/certification/forms/index.html>. Submit that application, along with the appropriate fees, official seal-bearing transcripts from institutions you have attended, and a copy of the certificate you were issued in another state to the WVDE. It will also be necessary for you to submit a recommendation for certification. You may wish you to use the Form 4B found at <http://wvde.state.wv.us/certification/forms/index.html>.

### **Do I have to be fingerprinted?**

Yes. Any applicant for initial licensure to work in the public schools of WV must be fingerprinted in order to determine the applicant's suitability for licensure. The fingerprints will be analyzed by the WV State Police for a state criminal history record check through the central abuse registry and then forwarded to the Federal Bureau of Investigation for a national criminal history check.

You can obtain a fingerprint card and the necessary release forms to accompany the card by visiting <http://wvde.state.wv.us/certification/forms/firsttime.html>.

#### *Contact Information:*

West Virginia Department of Education  
1900 Kanawha Boulevard East  
Charleston, WV 25305  
1-800-982-2378  
<http://wvde.state.wv.us/certification/>

## **Wisconsin**

### **Initial Out-of-State - PI-1602-OS**

<http://dpi.wi.gov/forms/pdf/f1602-os.pdf>

**Graduates of non-Wisconsin educator preparation programs** (including on-line programs)  
(Includes one PI-1612 and one PI-1613. Photocopy as needed or print additional copies — see below.)

1. Apply for a Wisconsin Educator License (Teaching, Substitute Teaching, Pupil Services, Administration).
2. Request [fingerprint cards](#).
3. Send a completed Institutional Endorsement Form (PI-1612) to each college/university attended.  
**Important:** If you completed your educator preparation program after 8/31/04, you must verify successful completion of Wisconsin's content area test(s). See Testing Information for details.  
<http://dpi.wi.gov/tepd/testing.html>
4. Send a completed Employment Verification Form (PI-1613) to each education employer.  
**Employment Note:** If you were not employed in the teaching profession in the past five years, you must complete six semester credits of refresher work. Submit original transcripts or grade reports with your application.
5. **Use the PI-1602-OS Checklist to ensure a complete application that DPI can process.**

#### Things to Note:

- The [PI-1602-OS](#) license application for educators prepared outside Wisconsin includes the PI-1612 Institutional Endorsement form, in which the certifying officer at your college verifies you completed their state-approved program. They should only endorse your application based on the program you completed at their college/university. If you completed a second program at another college, you need the certifying officer from that college to also verify you completed a license program with a [PI-1612 form](#). **Note:** The PI-1612 form also gives us the information we need about your practicum/student teaching placement(s) and results on any required test(s).
- Wisconsin issues licenses if your educator preparation program is comparable to an approved program offered in Wisconsin in development level, subject, degree level and if offered at an institution of higher education that offers at least a bachelor's degree. You must verify you are eligible for a license in the state where you completed your educator training, including all testing requirements.
- License from State Graduated: In most cases we license based on completion of a state approved program, not based on licensure in another state. However, IF you completed an approved program in Illinois, Iowa, Kansas, Michigan, Missouri, Nebraska, Oklahoma or South Dakota it will help if you are licensed in that state because we have an exchange agreement with these states. The agreement means that if you graduated from their state-approved program **and** have a valid/current license in that state, you will likely have fewer stipulations (course work that you must make up) noted on your Wisconsin license. In these cases you should send us a copy of your license from the exchange state. If your license from the exchange state hasn't been issued yet, you can apply for Wisconsin licensure and send us a copy of that license once you receive it. **Note, until you complete all test(s) required in the state in which you completed your state-approved teacher education program, you are not eligible for a license in the state of Wisconsin.**

The department grants licenses to applicants who complete educator preparation programs outside of Wisconsin, including on-line programs, if the preparation program completed meets the following criteria:

- Offered by an institution of higher education that grants at least a bachelor's degree and is regionally accredited;
- Offers a license program in a field for which Wisconsin has a license and rules;
- Has comparable degree and teaching major/minor requirements to those prescribed by Wisconsin Administrative Code PI 34 and is equivalent in content and scope to approved programs offered by Wisconsin institutions.
- Is approved in accordance with the statutes and administrative rules of the state in which the *campus headquarters* are located.
- Qualifies the program completer for regular licensure in the state in which the *campus headquarters* are located. Please note: if the testing requirements are different from Wisconsin, the applicant must complete both states' testing requirements. If the same test is required in the state where the campus is headquartered, the results of that test may be used if the higher cut score (of either state) is achieved.

If the preparation program meets the above criteria, the applicant may submit a PI-1602-OS license application for evaluation to the DPI. Available here: <http://dpi.wi.gov/tepd/applications.html#1602-os%22>

*Contact Information:*

Tony Evers  
 State Superintendent of Public Instruction  
 Department of Public Instruction  
 125 S. Webster Street,  
 P.O. Box 7841, Madison, WI 53707-7841  
 (800) 441-4563  
<http://dpi.wi.gov/tepd/licguide.html>

## **Wyoming**

### **Recognizing Out-of-State Licensure:**

Wyoming participates in state-to-state reciprocity; however, reciprocity implies an "equal exchange." Therefore, the requirements an applicant met to obtain his or her out-of-state teaching license must be equivalent to Wyoming requirements.

Wyoming generally recognizes all out-of-state teaching licenses IF the standards the applicant met in his or her state are equivalent to Wyoming licensing standards. Equivalent standards include:

- Completion of a regionally or nationally accredited teacher education program
- Supervised student teaching
- Passing the required test(s) for the state in which you hold a teaching license
- Added endorsements are recognized in the same manner as described above

For complete details on reciprocity please review the NASDTEC Interstate Agreement on Reciprocity, available here: <http://ptsb.state.wy.us/LinkClick.aspx?link=125&tabid=70>

**Testing for out-of-State Applicants:**

If you were required to take an exam in order to receive a license or certificate in another state, PTSB will accept that exam for licensure in Wyoming.

**Out-of-State Applicants Who Obtained Certification in Their State through an Alternative Route**

Wyoming will recognize out-of-state alternative licensure or certification **IF**:

- You have taught three (3) out of the last six (6) years in a state accredited school in the state in which you hold an active, valid license. (This does **not** include the years you may have taught prior to being fully certified.)
- Your license is in the area in which you taught the last three (3) out of six (6) years.
- Added endorsements are recognized in the same manner as described above.

*Contact Information:***Professional Teaching Standards Board**

1920 Thomes Avenue, Suite 400

Cheyenne, WY 82002

(307) 777-6261

(307) 777-8718 (fax)

<http://ptsb.state.wy.us/>