



RENEWAL CREDIT PRE-APPROVAL REQUEST

PURPOSE: This form is to be used for pre-approval of a course or continuing education unit that an individual plans to take to satisfy renewal/reinstatement requirements for Professional, Master, Type B-Regular or Type C-Regular certificates issued on SEPTEMBER 2, 2011 OR LATER.

Only request pre-approval if the course or the continuing education unit you are planning to take does not have a clear connection to your employment that requires a teaching, administrative, or special services certificate, your endorsement areas, or a program that leads to an additional endorsement under 4 AAC 12.395 on a teacher, administrative, or special services certificate issued by the Alaska Department of Education & Early Development.

DIRECTIONS: Determine if the new renewal requirement applies to you. PRIOR TO ENROLLING IN A COURSE OR REGISTERING FOR A CONTINUING EDUCATION UNIT, complete this form and submit it to the Teacher Certification Office. Within approximately 2 weeks, you will receive notice of pre-approval or denial.

STEP ONE: Determine if you need to complete this form.

- A. What is the **issue date** of the certificate you are renewing? _____
- B. If the **issue date** of the certificate you are renewing or reinstating is BEFORE SEPTEMBER 2, 2011, **STOP**; the revised renewal requirements do not apply to the certificate you are renewing.
- C. If the **issue date** of the certificate you are renewing or reinstating is SEPTEMBER 2, 2011 OR LATER, you must satisfy the revised renewal requirements; **please continue**.
- D. List all of your endorsement areas: _____

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
MAILING ADDRESS		CITY	STATE
HOME PHONE NUMBER		WORK PHONE NUMBER	
EMAIL ADDRESS			

STEP TWO: Provide the following information. Indicate the university or organization that is offering the course or workshop and its location. Provide the course number and title or the workshop title. Indicate if the course or the continuing education satisfies the renewal/reinstatement requirements through employment, current endorsement or endorsement program. Provide a brief course description of the course or activity and explain how it is:

- 1) related to the your employment at the time renewal, if that employment requires a teaching, administrative, or special services certificate,
- 2) related to the your endorsement area(s); or
- 3) a required element of a program that will lead to an endorsement under 4 AAC 12.395

ORGANIZATION/UNIVERSITY		City	State
Course Number	Course or Workshop Title	Course meets renewal requirements through:	
		<input type="checkbox"/> Employment or Endorsement	<input type="checkbox"/> Endorsement Program
Brief Course Description:			
Explanation:			

<input type="checkbox"/> Yes <input type="checkbox"/> No		The course or workshop described above has been pre-approved by the Teacher Certification Office for renewal credit.	
Signature:		Date:	



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ORGANIZATION/UNIVERSITY		City	State
Course Number	Course or Workshop Title	Course meets renewal requirements through:	
		<input type="checkbox"/> Employment or Endorsement	<input type="checkbox"/> Endorsement Program
Description:			
Explanation:			

<input type="checkbox"/> Yes <input type="checkbox"/> No	The course or workshop described above has been pre-approved by the Teacher Certification Office for renewal credit.		
Signature:		Date:	

ORGANIZATION/UNIVERSITY		City	State
Course Number	Course or Workshop Title	Course meets renewal requirements through:	
		<input type="checkbox"/> Employment or Endorsement	<input type="checkbox"/> Endorsement Program
Description:			
Explanation:			

<input type="checkbox"/> Yes <input type="checkbox"/> No	The course or workshop described above has been pre-approved by the Teacher Certification Office for renewal credit.		
Signature:		Date:	

STEP THREE: Mail, email or fax this form to:

Department of Education & Early Development
 Teacher Education and Certification—Renewal Credit Pre-approval
 801 West 10th Street, Suite 200,
 PO Box 110500
 Juneau, AK 99811-0500

Email address: tcwebmail@alaska.gov
 Fax: (907) 465-2441

Within approximately 2 weeks, you will receive notice of pre-approval or denial.