



Certificate Reinstatement Requirements through December 31, 2024

This certification approach is for individuals seeking to make valid a certificate that is no longer current. This approach applies to the certificates listed below. *This is not an application*; this document provides general information and outlines requirements.

Note: You must apply through the **NEW ACE online application system**.

Log in to your ALSDE Identity Management (AIM) account. To create an AIM account, go to aim.alsde.edu. Once you have logged in to AIM on your Services Portal, locate the tile labeled "ACE" and follow the prompts to complete the application process.

If you cannot create or log into your AIM Account, contact the ALSDE help desk during normal business hours by emailing helpdesk@asde.edu or calling 334-694-4777.

GENERAL INFORMATION

This Reinstatement option can ONLY be used for individuals who hold an expired:

- **Professional Educator Certificate,**
- **Professional Leadership Certificate,**
- **Class A Speech-Language Pathology Professional Educator Certificate,**
- **Type II or III Career and Technical Certificate endorsed in technical education and/or a technical education program area or health science,**
- **Level 2, 3, 4, or 5 Career and Technical Certificate endorsed in technical education and/or a technical education program area,**
- **Level 4 or 5 Career and Technical Certificate endorsed in health science,**
- **Specialty Area 2, 3, 4, or 5 Career and Technical Certificate endorsed in technical education and/or a technical education program area or health science,**
- **Degree Equivalent 2, 3, 4, or 5 Career and Technical Certificate endorsed in a technical education program area, or**
- **Degree Equivalent 2, 3, or 4 Career and Technical Certificate endorsed in health science.**

REQUIREMENTS TO APPLY

A \$38.00 *nonrefundable* application fee. A transaction fee will be applied.

Background clearance based on a fingerprint review.

If a valid certificate is not held, a **NEW** Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) criminal history background check through the ALSDE must be conducted. The results must be on file in the Educator Certification Section within 30 days prior to the date this application is received in the Educator Certification Section.

NOTE: If another valid Alabama certificate, license, or permit is held on the date the application is received in the Educator Certification Section, a **NEW** background check is **NOT** required.

	<ul style="list-style-type: none"> • For applicants seeking initial certification, additional certification, or certificate renewal to teach in Alabama, your criminal history background checks must have been completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). You can check the status of your background checks and confirm whether you meet the state's suitability requirements for teaching at Certification Search. • For Applicants who have not been cleared by both agencies through the Educator Certification Section of the Alabama State Department of Education (ALSDE), you will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at Alabama Achieves - Teacher Certification. If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu. • Applicants may verify receipt of their criminal history results at the ALSDE by visiting Certification Search. If your results are not located, or you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.
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	<p>For Computer Science: The applicant must hold a currently valid passing score(s)/license(s) on an available ALSDE-approved ENTRY LEVEL or MASTER LEVEL occupational proficiency assessment required.</p> <p>The current occupational proficiency requirements may be obtained at Alabama Achieves (click Teachers & Administrators ⇨ Teacher Center ⇨ Teacher Certification ⇨ CAREER/TECHNICAL CERTIFICATES – TECHNICAL EDUCATION). The score(s) must have been attained prior to the date the application is received in the Educator Certification Section.</p>
	<p>For Cosmetology: The applicant must hold a currently valid Alabama Cosmetology Instructor license is required. The currently active license must have been attained prior to the date the application is received in the Educator Certification Section.</p>
	<p>For Health Science: The applicant must hold a currently active Alabama license in a registered nursing, paramedical, or approved allied health specialty is required. The currently active license must have been attained prior to the date the application is received in the Educator Certification Section.</p>

Applicants are encouraged to read this document in its entirety to ensure requirements are met to apply. To apply through this approach, visit [Alabama Achieves - Teacher Certification](#) (click *Certificate Renewal*) and follow provided instructions.