



RETIRED CERTIFICATION APPLICATION

PERSONAL INFORMATION

LAST NAME FIRST NAME M.I. SOCIAL SECURITY NUMBER

MAILING ADDRESS CITY STATE ZIP CODE

HOME PHONE NUMBER WORK OR MOBILE PHONE NUMBER GENDER

HOME EMAIL ADDRESS

- -
 BIRTHDATE (MM-DD-YYYY) FORMER LAST NAME(S) HIGHEST EDUCATIONAL DEGREE

It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the Teacher Certification Office. All name changes must be supported with a photocopy of the legal document verifying the change. **Contact information can be updated at <https://education.alaska.gov/TeacherCertification/ContactChange/>.**

BACKGROUND INFORMATION

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES NO 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
- YES NO 2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include any state, province, territory, and/or country.
- YES NO 3. Is there action pending to revoke or suspend a certificate or license issued to you by another jurisdiction? If "yes," list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or avoidance).
- YES NO 5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

If you answered "yes" to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.

- YES NO 7. Are you currently under contract or have you been offered a contract with a public school district in Alaska? If yes, please complete the following.

Alaska public school district: _____, beginning contract date: _____

- YES NO 8. Have you ever held a teaching certificate in another state? If yes, please complete the following.

STATE _____ EXPIRES: _____ STATE _____ EXPIRES _____



RETIRED CERTIFICATION APPLICATION

IMPORTANT NOTES

YOU MUST BE ABLE TO ANSWER 'YES' TO THE FOLLOWING IMPORTANT NOTES REGARDING THE RETIRED (LIFETIME) CERTIFICATE:

- YES NO I HELD A CURRENT ALASKA CERTIFICATION AT THE TIME I RETIRED.
- YES NO I UNDERSTAND THE RETIRED CERTIFICATE DOES NOT QUALIFY ME TO BE ASSIGNED AS A FULL-TIME, CERTIFIED EMPLOYEE IN A PUBLIC SCHOOL DISTRICT. I ALSO UNDERSTAND THAT THE RETIRED CERTIFICATE QUALIFIES ME TO SUBSTITUTE TEACH FOR A TEACHER WHO DISTRICT AUTHORITIES KNOW WILL BE ABSENT **NOT MORE THAN 20 DAYS** WHILE SCHOOL IS IN SESSION.
- YES NO I UNDERSTAND ONCE I AM ISSUED THE RETIRED CERTIFICATE, I NO LONGER HOLD THE ALASKA CERTIFICATE(S) OF THE SAME TYPE (INITIAL, PROFESSIONAL, MASTER, TYPE B OR TYPE C).

NOTARIZATION

STATE OF _____ DATE _____
(MONTH/DAY/YEAR)

_____ APPEARED BEFORE ME WHOSE
(NAME OF APPLICANT)

IDENTIFICATION I HAVE VERIFIED ON THE BASIS OF _____
(TYPE OF PHOTO ID)

TO BE THE SIGNER OF THIS APPLICATION AND HE/SHE ACKNOWLEDGED THAT HE/SHE SIGNED IT.

(SIGNATURE OF NOTARY)

MY COMMISSION EXPIRES: _____

IF A NOTARY IS NOT AVAILABLE, A POSTMASTER MAY WITNESS, DATE STAMP AND SIGN THIS AFFIDAVIT.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHER, I ACKNOWLEDGE THAT I HAVE READ AND WILL ADHERE TO THE **STATE OF ALASKA CODE OF ETHICS OF THE EDUCATION PROFESSION**. THIS BECOMES PART OF MY OFFICIAL RECORD.

SIGNATURE OF APPLICANT

DATE

CHECKLIST

YOU MUST INCLUDE ALL OF THE FOLLOWING ITEMS IN A SINGLE APPLICATION PACKET. IF ANY ITEM IS MISSING, THE ENTIRE APPLICATION PACKET WILL BE RETURNED, UNPROCESSED. PLEASE CONFIRM WITH EACH CHECKBOX, THAT EACH ITEM IS INCLUDED.

- COMPLETE RETIRED (LIFETIME) APPLICATION**
Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned. The application must be mailed to the Teacher Certification office at the address below. Photocopies/faxes will not be accepted.
- SIGNATURE AND NOTARIZATION**
The 'NOTARIZATION' section of the application must be completed by all applicants. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.
- FINGERPRINT CARD**
You are required to submit 1 FBI Applicant fingerprint card (Form FD-258) with your application unless you have already had fingerprint clearance through the Department of Education & Early Development. Having submitted fingerprints to a school district for employment purposes will not exempt the applicant from submitting them for the Retired (Lifetime) certificate. Please email tcwebmail@alaska.gov to inquire about your fingerprinting status.

If you cannot obtain the fingerprint cards locally, email Teacher Certification to request a card be sent to you.
- APPLICATION FEES**
The application fee for the Retired (Lifetime) certificate is \$240. Fees are non-refundable. The fingerprint processing fee is \$60. If you require fingerprint cards, submit a total of \$300.00.



RETIRED CERTIFICATION APPLICATION

Page 4 of 4

FREQUENTLY ASKED QUESTIONS

Do I qualify for a retired certificate?

Anyone who retired from teaching while holding a valid Alaska certificate will qualify to apply for the retired certificate. You are not required to hold a current Alaska certificate in order to be eligible for the retired certificate. To verify the effective dates of your Alaska certificate, please call (907) 465-2831.

Am I required to apply for the retired (lifetime) certificate when I retire?

No, it is only an option. You may continue to renew your teaching/administrative/special services certificate(s) instead of applying for the retired certificate.

How many college credits do I need to have in order to apply for the retired certificate?

None. You will not need to show completion of any course work in order to apply for the retired certificate.

How long is the certificate valid?

The retired certificate is a lifetime certificate.

Will I need to be fingerprinted?

A background clearance is required of all retired certification applicants who have not previously passed a criminal background check for teacher certification. Call (907) 465-2831 and a certification analyst will review your file to determine if fingerprint cards will need to be submitted with your application.

What does the retired (lifetime) certificate allow me to do?

The retired certificate will allow you to accept *short-term* substituting positions (any position up to 20 days in length) with an Alaska public school district. While holding the retired certificate you are eligible to be paid at a certified rate.

Does the retired (lifetime) certificate pose any restrictions?

While holding the retired certificate you may not be in a contracted position requiring a certificate in an Alaska public school district. You are specifically limited to short-term substituting positions and may not accept any long term positions greater than 20 days in length.

When I hold a retired (lifetime) certificate, is it possible to regain my regular certificate again?

Yes. In order to regain or reinstate your regular certificate you would need to meet all of the requirements for the renewal of the regular certificate.