

# ALABAMA STATE DEPARTMENT OF EDUCATION

Educator Certification  
Administrator  
Kennita Allen-Patton

# **AGENDA**

**Verification of Higher Degree vs Higher Level Certification**

**Certification Fee Increase**

**Emergency Certificates**

**Substitute Licenses**

**The Use of Third-Party Hiring Companies**

**Introduction of Recruiting Specialists**

# VERIFICATION OF HIGHER DEGREE (VOHD)

- The VOHD form is submitted by the employing Alabama public school system to the Alabama State Superintendent to recognize a master's or higher-level **degree** to award **pay** at a higher level.
- The individual must hold a valid Alabama educator certificate.
- Only available for those employed with an Alabama public school system.
- The college or university must have been regionally accredited or accredited by the Distance Education Accrediting Commission at the time the degree was earned.
- Must meet one of the following options:

# VERIFICATION OF HIGHER DEGREE (VOHD)

- **Option A-** The advanced degree was earned prior to July 1, 2017.
- **Option B-** Initial graduate credit towards the advanced degree was earned prior to July 1, 2017, and the advanced degree was earned on or after July 1, 2017.
- **Option C-** Earned an advanced degree in a field of study for which the educator is properly certified.
- **Option D-** Earned an advanced degree in the same area for which the educator holds a valid Alabama certificate.
- **Option E-** Earned an advanced degree in one of the teaching fields outlined on the VOHD form.
- **Option F-** Holds an advanced degree and one of the valid certificates listed on the VOHD form.
- **Option G-** Earned an advanced degree and is a teacher of a critical shortage area. (See form for parameters)
- **Option H-** Earned an advanced degree and the major is in an area of education not covered by a preceding option (subject to approval).

For all-inclusive information, see the Verification of Higher Degree form.



**HIGHER PAY  
(MORE MONEY)  
-VS-  
HIGHER-LEVEL  
CERTIFICATION  
(A HIGHER-LEVEL CERTIFICATE)**

- Provided all requirements are met, submitting the Verification of Higher Degree form = **HIGHER PAY ONLY**
- Provided all requirements are met, submitting an application for certification = **A HIGHER-LEVEL CERTIFICATE**



**HIGHER PAY  
(MORE MONEY)  
-VS-  
HIGHER-LEVEL  
CERTIFICATION  
(A HIGHER-LEVEL CERTIFICATE)**

- ✓ Submitting the Verification of Higher Degree form **will not** lead to higher level certification.
- ✓ The individual **does not** have to have certification at the same level of the degree that may be recognized for higher pay.
- ✓ The highest degree for pay is posted on the Certification Portal and is viewable by authorized users.



# **HIGHER PAY (MORE MONEY) -VS- HIGHER-LEVEL CERTIFICATION (A HIGHER-LEVEL CERTIFICATE)**

- If a master's or higher degree educator preparation program was completed at an Alabama college or university, the individual should consult the certification officer in the College of Education for a recommendation for certification.
- If a master's or higher degree was completed at a regionally accredited college or university outside of Alabama, contact the Department of Education in that state to apply for professional certification based on completion of the educator preparation program in their state. Once you the valid professional certificate from another state is held, the individual can then apply for Alabama certification using the Certificate Reciprocity Approach.

The background features a vertical line on the left side. To the left of this line, there are four colored regions: a top-left quadrant with a light green background and a pattern of white concentric circles; a top-right quadrant with a light blue background; a bottom-left quadrant with a light pink background; and a bottom-right quadrant with a light red background. The word "QUESTIONS?" is centered in the white space to the right of the vertical line.

QUESTIONS?



# **CERTIFICATION FEE INCREASE**

The application fee increased to \$38.00 effective August 1, 2023. The fee must be paid by cashier's check or money order made payable to the Alabama State Department of Education (**ALSDE**) or through the ALSDE Educator Certification Online Payment System, with a major credit card (*a transaction fee will be applied*). The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet.

**Neither personal checks nor cash will be accepted.**

# EMERGENCY CERTIFICATES

- The Emergency Certificate may only be requested by an employing Alabama city/county superintendent or eligible nonpublic school administrator for an individual who has earned at least a bachelor's degree from a senior institution that was regionally accredited at the time the degree was earned.
- This two-year certificate can be requested for an additional two years, if necessary.
- Is only available for certain teaching fields.
- Does not count towards continuing service status
- This certificate **does not** lead to Alabama professional certification.
- LEA's are strongly encouraged to work with employees hired on an Emergency Certificate to begin a certification approach that leads to professional certification.

**For all-inclusive information, see the Emergency Certificate application.**

# **SUBSTITUTE LICENSE**

- A Substitute license must be requested by the employing Alabama county/city superintendent or eligible nonpublic/private school administrator for an individual who has graduated from high school or completed an Alabama State Department of Education approved equivalent.
- The Substitute License is valid for five years.
- An individual holding a valid Substitute License may serve as a substitute teacher in an Alabama public or nonpublic/private school.
- The Substitute License cannot be used as a basis for employing a full-time teacher.

**For all –inclusive information see the Substitute License application.**

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QUESTIONS?

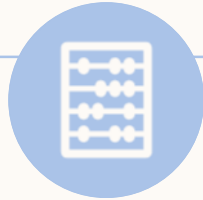


# THIRD-PARTY VENDORS

The use of a third-party vendor to facilitate the employment of classified staff members is completely up to each Alabama school system, however, please note:

- It is the school system's responsibility to ensure the third-party vendor staff is well abreast of all ALSDE certification rules, requirements, and procedures.
- We will not discuss an applicant's file with a third-party vendor.
- We will refer all third-party vendors who contact us for information back to the HR Department of the school system that hired them.

# EDUCATOR CERTIFICATION CONTACT INFORMATION



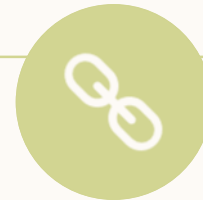
## CALL US

(334) 694-4557  
Monday – Friday  
10:00 AM – 5:00 PM



## EMAIL US

[edcert@alsde.edu](mailto:edcert@alsde.edu)



## VISIT OUR WEBSITE

[www.alabamaachieves.org](http://www.alabamaachieves.org)

- Teachers & Administrators
- Teacher Center
- Teacher Certification

Your LEA superintendent has assigned an HR staff member to handle all employee certification matters.  
The ALSDE has assigned a certification specialist to assist your assigned HR staff member with certification questions.

# MEET OUR ALSDE RECRUITERS



**ALSDE  
TEACHING & LEADING**  
Recruiting & Retention



**KIMBERLY MITCHELL**  
ALSDE Education  
Specialist/Recruiter



**THE DREAM TEAM**



**MONA COAN**  
ALSDE Education  
Specialist/Recruiter

The background features a large white circle on the left and a large pink circle on the right, both overlapping a dark blue background. The pink circle contains several thin, white, concentric circular lines.

**THANK YOU**

Kennita,  
Mona & Kim

[kallen@alsde.edu](mailto:kallen@alsde.edu)

(334) 694-4575