

Verification of a Higher Degree
(For individuals who hold a valid Alabama educator certificate.)
Questions regarding advanced pay should be sent to payforadvanceddegrees@alsde.edu.

Local Education Agency	
Name of Professional Educator (For whom form is being completed) Social Security Number	
ALSDE ID	
Institution of Higher Education	
ALSDE Accepted Accrediting Agencies (Institution of higher education must have been accredited by one of the agencies indicated at the time the degree was earned.)	□Southern Association of Colleges and Schools □New England Commission of Higher Education □Northwest Commission on Colleges and Universities □Middle State Commission on Higher Education □Western Association of Schools and Colleges □Higher Learning Commission of the North Central Association of Colleges and Schools □Distance Education Accrediting Commission (Effective: March 28, 2022)
Degree Earned	□Master's □Education Specialist □Doctorate
Major/Concentration Area of Degree Earned (As indicated on the official transcript)	

Please check ONE option below regarding the professional educator named above.

□ Option A	Earned an advanced degree prior to July 1, 2017. Any degree area is acceptable.	
□ Option B	Earned initial graduate credit (grade of C or better) toward the advanced degree, for which this verification request is being submitted, prior to July 1, 2017, and earned the advanced degree, on or after July 1, 2017. Any degree area is acceptable. This option is not applicable if coursework completed for a previous degree was used towards fulfilling requirements for earning the degree for which verification is being requested.	
	Option A or B should be used, if applicable.	
If Option A or B is	checked, please STOP, sign the form, and submit it along with the official transcript.	
I	If Option A or B <u>cannot</u> be used, please see Options C through H aly <u>ONE</u> option, sign the form, and submit it along with the official transcript.	
□ Option C Subject matter of advanced degree shall be liberally construed for these teaching fields.	□ Collaborative Teacher K-6 □ Early Childhood Education □ Early Childhood Special Education □ Elementary Education □ Middle School (English language arts, Mathematics, Science, and Social Science) □ Middle School Generalist □ Special Education Alternative Achievement Standards	
☐ Option D Use for any area not included	Earned an advanced degree in the same area for which the educator currently holds a valid Alabama certificate.	
in Option E.	Certificate Area:	



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□ Option E	Earned an advanced degree in:			
	□Arts (Dance, Music, Theatre, Visual Arts)	□Science		
	□Counseling	□School Psychology		
	□Education Administration	□School Psychometry		
	□Engineering	□Special Education		
	□English for Speakers of Other Languages	□Speech-Language Pathology		
	□Language(s) other than English	□STEAM □STEM		
	□Library Media □Mathematics	□STEM □Teacher Leader		
		□ Technology		
□ Option F				
□ Opnon r	Holds an advanced degree and ONLY one of the valid certificates below:			
	Career and Technical Temporary Certificate			
	□Conditional Certificate in a Teaching Field			
	□Emergency Certificate □Higher Education Transitional Certificate			
	□Interim Employment Certificate			
	□ Provisional Certificate in a Teaching Field			
	□Provisional Certificate in Library Media			
	□Provisional Certificate in School Counseling			
	Instructional Support Area <u>OR</u> Teaching Field:			
□ Option G	Earned an advanced degree and is a teacher of a	critical shortage area:		
This option may be used if Options (A-F) are not	☐ Teaching field was reported by LEA to the ALSDE as critical shortage area and			
applicable. Option G may be	□Letter is being submitted for approval as this is a critical shortage area for the LEA and the			
possible if all criteria are met.	individual does not fit into any of the other advanced pay options.			
	Critical Shortage Area for LEA:			
□ Option H	Earned an advanced degree and the major is in a	n area of education not covered by a preceding		
Option added January 2022; advanced pay is not	option (subject to approval).			
retroactive.	Area of Education:			
Signature:	Date:			
LEA Superintendent				
*****	**************************************	1LY*********		
The ALSDI	E has not been able to confirm the institution that conferred t	he aforementioned degree is accredited by one of the		
ALSDE acc	epted accrediting agencies.			
The ALSDI	E cannot recognize the aforementioned degree because it does	es not meet any of the options listed nor does it meet		
The ALSDI	E has verified and recognized the aforementioned degree has b	been conferred by an institution affirmed by one of the		
ALSDE acc	epted accrediting institution.			
Signature:		Date:		
Signature: Date: Date:				
	n original, official transcript to: State Department of Education			
	Preparation Section			

Post Office Box 302101 Montgomery, AL 36130-2101

NOTE: This request to recognize a higher degree for pay purposes does not lead to certification. The highest degree for pay is posted on the Certification Portal. The Certification Portal will indicate, for LEAs, the highest degree for pay, the date the degree was earned, and the date the degree was recognized. This form will not be returned after the Alabama State Department of Education has recognized a higher degree.

*An original, official transcript is enclosed because the Certification Portal verifies that the transcript is not on file with Educator Certification.

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