



August 7, 2023

To: ACS Employees

From: Dr. Latanza M. Harrison 

Subject: Certification Renewals

This memo is a reminder that your current certificate expires on June 30, 2024 and it is time to prepare for the certification renewal process. According to SDE guidelines, it is the employees' responsibility to complete all necessary paperwork and the **online payment** process upon receiving the SDE e-mail notification for certificate renewal. However, HR staff will be happy to assist you as needed throughout this entire process.

Step One. The district office will renew your certificate online again this year. Please complete the **Declaration of Citizenship Form (Supplement CIT) declaring that you are a citizen of the United States.** A Supplement CIT form is available on the website for your convenience. Please submit the form along with a **current copy of your driver's license no later than October 1, 2023.** **Both the CIT form and driver's license copy should be scanned together and saved as one PDF.** Email the PDF to kristy.densmore@acsboe.org. According to the State Department, with the passage of the Alabama Act No. 2011-535 as amended by Alabama Act No. 2012-491, Alabama Taxpayer and Citizen Protection Act, a Citizenship or National Status declaration signed by each applicant, must be on file in the SDE Teacher Certification Office **prior** to processing the applicant's renewal through the Online Renewal (OLR) Portal.

Step Two. If you are seeking certification renewal in Computer Science, Health Science, or Class A Speech-Language Pathology, a current valid passing score(s)/license(s) as appropriate should be submitted to kristy.densmore@acsboe.org no later than **October 1, 2023.**

Step Three. Once the online renewal portal has been opened, the Human Resources Department will upload your Supplement CIT form, License if applicable, complete the required questionnaire, save and approve all documents on your behalf. Upon approval, you will receive an email with instructions on how to pay for your certificate. **The application fee is \$38.00.** You are encouraged to utilize the online payment system at www.alabamainteractive.org/education (a transaction fee will be applied) to expedite receipt of your certificate. Neither Personal checks or cash are accepted. Once you have completed the payment process, you will be sent an

email containing your renewed certificate. ***Please print and save the certificate for your records since it will only remain on the website for a limited amount of time.*** The district will also receive a copy of your certificate; therefore, it **is not necessary for you to send a copy to the Human Resources Department.**

Viewing your Certificate On-line.

If you wish to look up your certificate to verify your status, go to <https://www.alabamaachieves.org/>, click on “Teachers and Administrators” in the red box on top of the page, then “Teacher Center” in the grey dropdown box near the bottom of the page on the left, then “Teacher Certification” in the blue boxes on the left of the page, and then click on “Certificate Search”. Type in your name and click on the search button to see your certificate.

Please don't hesitate to contact pamela.malone@acsboe.org or the Human Resources Department if you have any questions.

Thank you for your attention to this important renewal process information.