



ALABAMA STATE UNIVERSITY

**COLLEGE OF EDUCATION
EDUCATION PREPARATION PROGRAM (EPP)**

EPP APPLICATION



Alabama State University

College of Education

Admission to the Educator Preparation Program (EPP) Checklist

Student's Name										
Application Date										
Major										
Specialty	P-3	☐	K-6	☐	6-12	☐	P-12 (Secondary)	☐		

All applicants must be interviewed prior to admission to the Educator Preparation Program.

Effective: Spring 2024

Please check in the first column when completing the application for the EPP to ensure that you have included all required materials for your application.

Completion Indicator	Document Required
☐	Application for admission to the Educator Preparation Program (EPP)
☐	Three completed recommendation and disposition forms.
☐	Background clearance based on fingerprint review. Applicants for the EPP are required to have complete fingerprinting for a criminal history background check through the Alabama State Bureau of Investigation and the Federal Bureau of Investigation. Instructions for completion of the background check are found on: http://tinyurl.com/ASUHornets
☐	Unofficial transcripts that include a minimum overall grade point average (GPA) of a least 2.5 on a 4.0 scale in the General Studies, Professional Studies and the Teaching Filed areas of the applicant's checklist. <i>Recent unofficial transcripts must document the semester matriculation that includes the current semester the applicant has applied for the EPP.</i>
☐	Reviewed Checklist in the respective major from your advisor
☐	Supplement CIT form

My signature indicates that I have reviewed all the required documents required for the Educator Preparation Program.

Student's Signature

Date

Advisor's Signature

Date



Alabama State University - College of Education

Undergraduate Application for Admission to the Educator Preparation Program

Personal Information			
Student's Name			
ASU Student CWID#			
Email Address		Are you a U.S. Citizen?	Yes ☐ No ☐
Cell Phone:		Alternate Phone	
Race		Gender	
Campus Mailing Address			
Home Mailing Address			

Background Clearance

Have you ever been arrested, convicted or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation? Yes ☐ No ☐

Have you been background cleared based on fingerprint review? Yes ☐ No ☐

Date of Background Clearance: _____

Alabama State Department supplement CIT form must be submitted along with this application

Teaching Field	
Check the Box	Major
☐	Early Childhood P-3
☐	Elementary Education
☐	Collaborative Special Education K-6 or 6-12
☐	Physical Education
Secondary Education (Grades 6 12)	
☐	Biology
☐	Business/Marketing
☐	Chemistry
☐	English Language Arts
☐	General Science
☐	General Social Sciences
☐	Health
☐	History
☐	Mathematics
☐	Music, Instrumental
☐	Music, Choral

I hereby submit my application for admission to the Educator Preparation Program (EPP) at Alabama State University leading to Class B certification by the Alabama State Department of Education (ALSDE). My signature indicates that I realize it is my responsibility to complete all requirements for admission to the EPP at ASU.

Student's Signature

Date

The Office of Certification ONLY

Advisor's Signature

Date

Department Chair's Signature

Date

Certification Officer's Signature

Date

Application Decision	Date of the Admission Decision
Applicant was unconditionally admitted to the EPP	
Applicant was NOT admitted to the EPP	



SUPPLEMENT CIT

DECLARATION OF CITIZENSHIP OR NATIONAL STATUS OF
APPLICANT FOR EDUCATOR CERTIFICATION

Per Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491

TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM.

Applicant:

Title (e.g., Mr., Mrs.) First Middle Maiden Last Name Suffix (e.g., Jr., Sr.)

Social Security Number: _____ - _____ - _____

Date of Birth: _____ - _____ - _____
MM DD YYYY

Phone Number: (_____) _____ - _____

E-mail: _____

This section is to be completed in compliance with *Ala. Code § 31-13-(29)(c)(1)* which provides that United States citizenship and lawful presence in the United States must be appropriately verified. The Systematic Alien Verification for Entitlements (SAVE) system will be used to verify lawful presence in the United States. Alabama certification will not be processed until documentation of United States citizenship or lawful presence has been confirmed by the Educator Certification Section. Acceptable forms of documentation for proving citizenship or lawful presence status can be found on Charts A and B on page 2 of this form.

Choose one as appropriate:

1. I hereby declare that I am a citizen of the United States. (check one) _____ Yes _____ No

I am providing proof of citizenship by submitting a photocopy of Item _____ as listed on **Chart A**.

If you are a United States citizen and have previously completed and submitted this form to the Educator Certification Section, it does **not** need to be submitted again.

OR

2. I hereby declare that I am an alien lawfully present in the United States. (check one) _____ Yes _____ No

I am providing proof of lawful presence by submitting a photocopy of Item _____ as listed on **Chart B**.

If you are an alien lawfully present in the United States, this form and documentation **must** be submitted with every application.

Choose one as appropriate:

- ☐ I am a student at an Alabama college or university _____, **AND/OR**
Name of Alabama College/University
- ☐ I am an applicant for Alabama certification

I understand Alabama certification **will not** be processed if lawful presence or United States citizenship is not confirmed. I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit. I sign this declaration under penalties of perjury: making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code § 31-13-7(h)*.

Applicant's Signature

Date

Proof of United States Citizenship Documentation List*Code of Alabama 1975, Section 31-13-29(g)***Chart A**

United States citizenship may be demonstrated by submitting a legible photocopy (front and back) of one of the following documents.

Please mark an "X" next to the item letter of the documentation being submitted.

Mark Item Selected	ITEM	<i>If you are a United States citizen and have previously completed and submitted this form to the Educator Certification Section, it does not need to be submitted again.</i>
Acceptable Documentation List		
	A	An Alabama driver's license or non-driver's identification card issued by the Alabama Department of Public Safety
	B	A birth certificate indicating birth in the United States or one of its territories
	C	Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United State passport
	D	United States naturalization documents or the number of the certificate of naturalization
	E	Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended
	F	Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
	G	A consular report of birth abroad of a citizen of the United States of America
	H	A certification of citizenship issued by the United States Citizenship and Immigration Services
	I	A certification of report of birth issued by the United States Department of State
	J	An American Indian Card, with KIC classification, issued by the United States Department of Homeland Security
	K	Final adoption decree showing the person's name and United States birthplace
	L	An official United States Military record of service showing the applicant's place of birth in the United States
	M	An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
	N	AL-verify
	O	A valid Uniformed Services Privileges and Identification Card
	P	Any form of ID authorized by the Alabama Department of Revenue

Proof of Lawful Presence in the United States Documentation List*Code of Alabama 1975, Section 31-13-3(10)***Chart B**

Lawful presence may be demonstrated by submitting a legible photocopy (front and back) of one of the following documents.

Please mark an "X" next to the item letter of the documentation being submitted.

Mark Item Selected	ITEM	<i>If you are an alien lawfully present in the United States, this form and documentation must be submitted with every application.</i>
Acceptable Documentation List		
	A	A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
	B	Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
	C	A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
	D	A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay notation or an I-94 W form by the United States Department of Homeland Security indicating the bearer's admission to the United States



Alabama State University
College of Education
Admission to the Educator Preparation Program (EPP)

NOTE TO STUDENT: Please read and check one of the blanks below. In addition, please sign and date the statement below. ***Three recommendations*** and ***three dispositions*** are needed per candidate.

☐ I hereby *waive my right* to review this evaluation form.
☐ I *do not waive my right* to review this evaluation form.

Typed/ Printed Name _____

Signature of Student _____

Date _____

The person designated above has applied for admission to Alabama State University's Educator Preparation Program. Your evaluation of this person's personal and professional qualities for teaching is desired for use in the screening process.

Evaluator Name: _____ **Title/Department** _____

	Excellent 4	Good 3	Fair 2	Poor 1	Don't Know 0
Attitude toward teaching	☐	☐	☐	☐	☐
Attitude toward schoolwork	☐	☐	☐	☐	☐
Creativity and Resourcefulness	☐	☐	☐	☐	☐
Multicultural Understanding	☐	☐	☐	☐	☐
Professional Appearance	☐	☐	☐	☐	☐
Attendance/Punctuality	☐	☐	☐	☐	☐
Dependability/Reliability	☐	☐	☐	☐	☐
Effective use of oral English	☐	☐	☐	☐	☐
Effective use of written English	☐	☐	☐	☐	☐
Tact/Judgment	☐	☐	☐	☐	☐
Quality of work	☐	☐	☐	☐	☐

Comments:

My personal recommendation for this candidate:

☐ Admit unconditionally
☐ Admit conditionally

☐ Do not admit at this time
☐ No recommendation

Evaluator Signature: _____

Date: _____



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Effective use of written English	☐	☐	☐	☐	☐
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