



TEACHER EDUCATION & CERTIFICATION MANDATORY TRAINING RECORD FORM



REQUIREMENTS

In order to qualify for a certificates issued on June 30, 2017 or after, an individual must be able to demonstrate that the following mandatory trainings have been completed within the five years prior to the date of application:

- ❖ Sexual abuse awareness and prevention (AS 14.30.355)
- ❖ Suicide awareness and prevention (AS 14.30.362)
- ❖ Alcohol or drug related disabilities (AS 14.20.680)
- ❖ Dating violence awareness and prevention (AS 14.30.356)

Only trainings approved by an Alaska public school district or the Department of Education & Early Development (EED) will satisfy this requirement. Trainings offered by universities and other organizations must be approved by EED.

Applicants for certification will need to provide evidence of the complete of an approved training. The following documents can be submitted as evidence of completion of an approved training:

- ❖ A record of training with signature of district superintendent or appointed designee or a dean of an accredited school of education;
- ❖ A certificate of completion of a training program approved by EED; or
- ❖ An official transcript showing the completion of a training course approved by EED.

A list of EED approved mandatory training programs and courses will be available on the Teacher Certification webpage.

The form provided may be used as a record of training for districts,

~Note: Applicants applying for the following certificates are exempt from the mandatory training requirement: Initial Out-of-State; Initial Reemployment; and Initial Proof-of-Program Enrollment. For individuals who are exempt, they will need to satisfy the requirement when they apply for or renew their Second Initial, Professional, or Master certificates in the future.

INSTRUCTIONS

PERSONAL INFORMATION

Enter all personal information in the spaces provided.

~NOTE: It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at tcwebmail@alaska.gov or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

RECORD OF MANDATORY TRAINING

Provide the record of mandatory training to your district, an organization approved to provide the mandatory trainings, or the dean of the school of education where you completed your teacher preparation program that included the mandatory trainings. Request the entity to complete the bottom portion of the record of mandatory training form and return it to you.

The record of mandatory training should be included with your application for certification, renewal or reinstatement.



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PERSONAL INFORMATION

Last Name First Name M.I. Last four (4) digits of Social Security Number - -

Mailing Address City State Zip Code

The section below is to be completed by the school district, approved organization, or institution of higher education, **not** the applicant.

RECORD OF TRAINING

Directions:

- 1) Provide all of the requested information below
- 2) Sign the form and provide the other information about yourself, including contact information.
- 3) Return the verification form to the applicant provided above.

Mandatory Trainings	Date Completed MM / DD / YY
Sexual abuse awareness and prevention (AS 14.30.355)	
Suicide awareness and prevention (AS 14.30.362)	
Alcohol or drug related disabilities (AS 14.20.680)	
Dating violence awareness and prevention (AS 14.30.356)	

AUTHORIZED SIGNATURE

By signing below, I verify that the applicant listed in the Personal Information section completed the mandatory trainings on the dates indicated.

Signature Printed Name Title Date

Phone Number - - Relationship to Applicant

Email Address

Name of Organization City State

If you have any questions concerning the completion of the mandatory verification, email tcwebmail@alaska.gov for assistance.