

Appendix F: Teacher Credential Verification Process

Step 1	<p>Potential FCPK teacher candidate completes Teacher Credential Verification Form (TCVF); He/she attaches unofficial transcript(s) for review.</p> <p>Teacher Credential Verification Form (TCVF): https://laserfiche.alabama.gov/Forms/ADECE-TCVF</p>
Step 2	<p>Teacher credential officer reviews unofficial transcript and determines if the candidate meets ADECE requirements. If no unofficial transcript is provided, the teacher credential officer automatically denies the candidate.</p> <p>Notice of pending approval/denial is sent from Laserfiche to program director and region director via email. Approvals are considered pending until an official transcript is received and reviewed.</p> <p>If the candidate does not meet the ADECE requirements and the candidate may be eligible for a waiver, the region director will make the recommendation for the individual to complete a waiver form. This does not guarantee a waiver will be granted.</p> <p>If the candidate does not meet the ADECE requirements and is not eligible for a waiver, the process stops, and the candidate can not be placed in the FCPK classroom.</p>
Step 3	<p>Upon receipt and review of an official transcript, the teacher credential officer makes a final decision of approval, and the region director notifies program director that the candidate is ready to complete the Personnel Profile Form.</p> <p>Personnel Profile Form (PPF): https://laserfiche.alabama.gov/Forms/ADECE-PPF</p>
Step 4	<p>Teacher or program director completes the Personnel Profile Form (PPF); Region director reviews PPF for accurate information and submits for processing. Upon submission, teacher is added to ADECE databases.</p>

***Programs who hire and place teachers in the FCPK classroom without first getting teachers verified/ approved through ADECE, may be subject to disciplinary action. If it is determined that the teacher does not meet requirements, they will not be eligible to remain a teacher in the FCPK classroom. ***