

Application for KR1 Submission to ALSDE Based on MS Guidance Counseling Program Completion

Name:

Application Instructions

Step 1: Form KRP

1. [Click this link and fill out the entire form.](#) Once completed, print and sign the form.
2. It is better to type this form since any handwritten applications are received, and any portion is not legible, the application(s) will be returned.
3. Be sure you answer all questions and sign the form. Do not use a digital signature. Do not forget to date your application. *(It will be returned if it is not signed and dated.)*

Step 2: Form KR1

1. [Click this link and fill out Section I of the form.](#) Once completed, print and sign the form.

Step 3: Payment

1. Click this link <https://appengine.egov.com/apps/al/adoe/payments> to submit your online payment (\$38.00).
2. You may also submit a Money Order for \$38.00, made payable to the ALSDE.
3. Checks and Cash are not accepted.

Step 4: Form CIT

1. https://www.alabamaachievers.org/wp-content/uploads/2023/10/TEA_20231016_Supplement-CIT_v1.0.pdf
2. This form must be submitted if you have not previously submitted the paperwork along with proof of citizenship (See Page if the CIT Form) . *If you are unsure*, it is best to send it anyways to avoid delays in your certification processing.

Step 5: Mailing Documents

1. Return this cover sheet and all documents listed above (Form KRP, Form KR1, receipt of payment or money order, and Form CIT) should be mailed to:

**The University of West Alabama
College of Education – Certification Office
1 College Drive, Station #8
Livingston, Alabama 35470**

Additional Information for the CACREP Process (please initial by each line to indicate you have read and understand the requirement):

_____ The ALSDE also requires an official copy of a passing score on the NCE. The score report should be sent directly from the NBCC to the ALSDE.

_____ An electronic report of your passing Praxis School Counseling score must be sent directly from ETS.

QUESTIONS? Call (205) 652-3423 or e-mail: certification@uwa.edu