

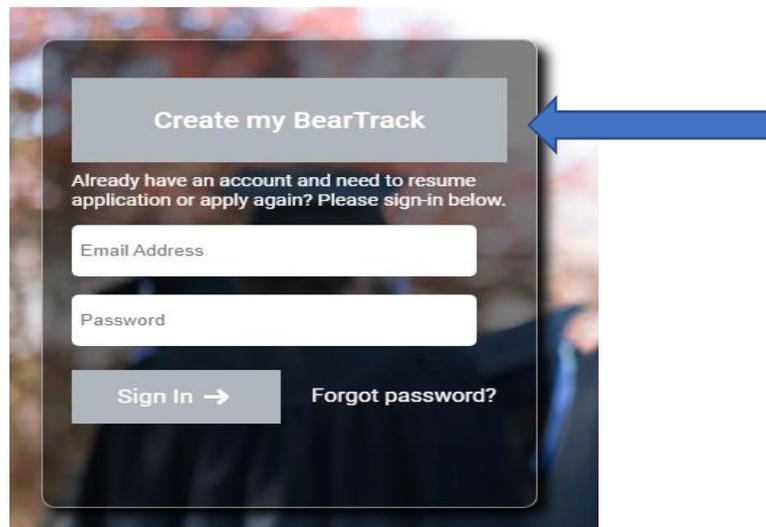
For Teachers Hired on a Provisional Certificate in a Teaching Field

How to Apply for Admission

Important Notice: This coursework is at the undergraduate level and it is a non-degree track.

Step 1: Apply online at <https://www.athens.edu/admissions/>, click the top right box of page “Apply Now.”

Step 2: Click on Create my BearTrack to set up an account. When you create your account, you will need to provide your Personal Information, Primary Contact Information, and verify that your data is correct.



Step 3: Click on Apply for Admission located under “My To-Do List.”

My To-Do List ▼

Undergraduate Certificate - Spring 2022

⚠️ **Apply for Admission** ▼

Status: In Progress
Your application remains in progress.

Program: Provisional/ABC Cert

Degree: CERT

Must Apply By: 3/3/2022

Date Created: 9/29/2021 11:10:56 AM

⚠️ **Submit Test Scores** ▼

Apply for Admission ← Click on Apply for Admission

Step 4: Create your Application.

Create your Application

Welcome to the Athens State University application for admission!

We're excited to help you continue on your pathway towards reaching your goals! Athens State University is an upper-division University offering Junior and Senior level courses as well as graduate courses, & we provide the lowest tuition rate of any public, state institution in Alabama! This means by transferring to Athens State you are choosing the most convenient and affordable pathway to a college degree! Before you get started on your application for admission, please review our available programs and their respective admission requirements to ensure the appropriate enrollment type to fit your goals!

Your Intended Enrollment Type:

- Undergraduate Degree:** seeking a [Bachelor's Degree](#) from Athens State University
- Undergraduate Certificate:** seeking an Athens State Certificate
- Undergraduate Non-Degree:** not seeking a degree or certificate from Athens State
- Adult Degree Program:** adult working students who have completed some college coursework without completing a baccalaureate degree.
- Graduate Degree:** seeking a [Master's Degree](#) at Athens State
- Graduate Non-Degree:** not seeking a graduate degree but would like to take graduate courses
- Transient/Visiting:** students regularly enrolled at another institution, who want to take courses for credit at Athens State for transfer back to their home institution.
- Readmission:** students who are returning after an absence of more than one semester (excluding summer term) must complete and submit this [Readmission form](#) instead of a new application.?

STEP 1: Choose your intended location:

STEP 2: Choose your intended enrollment type:

STEP 3: Choose program:

STEP 4: Choose the degree you wish to apply for:

STEP 5: Choose your intended term of entry:

Follow Steps 1-3 below to ensure completion of correct application.

STEP 1: Choose your intended location:

STEP 2: Choose your intended enrollment type:

STEP 3: Choose program:

STEP 4: Choose the degree you wish to apply for: Certificate

STEP 5: Choose your intended term of entry:

Click on Create Application 

Complete all required sections of the application. Start with the General Information section.

-  Dashboard
-  Instructions
-  General Information
-  Demographic Info
-  Contact Info
-  Education Information
-  Military Info
-  Submit

Get started on your Athens State University application for admission!

Step 1 • Complete all required sections of the online application

- General Information
- Demographic Info
- Contact Info
- Education Information
- Military Info

To proceed through each section, simply click on the labeled blue bar with the ">" symbol OR click on the labeled section in the menu to the left.

Step 2 • Pay the non-refundable application fee (American Express, Discover, Visa, or MasterCard), if applicable.

- If you have ever attended Athens Status University, the application fee is waived.

Step 3 • Request official transcripts from all colleges attended to be sent to the Office of Admissions.

- Unofficial transcripts may be emailed to admissions@athens.edu for conditional admission while official transcripts are in transit.

Now, click on General Information to move to the next step of the application process.

Complete the General Information Section, Additional Application Information, and Residency.

- Dashboard
- Instructions
- General Information
- Demographic Info
- Contact Info
- Education Information
- Military Info
- Submit

General Information

First Name: (required)

Middle Name:

Last Name: (required)

Suffix:

Preferred First Name:

Former last names or variations that may appear on official records or transcripts:
 Former Last Name(s):

(Note: Failure to provide any/all former last names will delay your application review.)

Date of Birth: (month/day/year) (required)

Sex: (required)

Gender:

Complete the Demographic and Citizenship Information.

- Dashboard
- Instructions
- General Information
- Demographic Info
- Contact Info
- Education Information
- Military Info
- Submit

Demographic Information

Federal regulations require institutions that receive federal assistance to report minority enrollments. Your participation is optional.
 Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race

Are you Hispanic or Latino?

Select one or more of the following racial categories:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Citizenship Information

Citizenship Status: (required)

Complete the Permanent (Primary Residence) and Current Mailing address.

- Dashboard
- Instructions**
- General Information
- Demographic Info
- Contact Info** ←
- Education Information
-
- Military Info
- Submit

Permanent (Primary Residence)	Current Mailing
<h3>Permanent Address (Primary Residence)</h3>	
Country:	<input type="text" value="United States"/> (required)
Address Line 1:	<input type="text"/> (required)
Address Line 2:	<input type="text"/>
City:	<input type="text"/> (required)
State:	<input type="text"/> (required)
Zip Code:	<input type="text"/> (required)

- Dashboard
- Instructions**
- General Information
- Demographic Info
- Contact Info
- Education Information** ←
-
- Military Info
- Submit

Provide the name and information for **each college or university** you have ever attended for any length of time – regardless of whether or not you completed a semester.

- Dashboard
- Instructions**
- General Information
- Demographic Info
- Contact Info
- Education Information
-   ←
- Military Info
- Submit

Upload your hire letter or proof of eligibility documentation to confirm provisional teaching field and eligibility.

You are not required to upload your official transcripts from each college or university attended and Praxis II scores.

Proof of Provisional Eligibility/Teaching Subject (required)

Please upload official documentation from Alabama State Department of Education and/or school where employed specifying provisional eligibility and teaching subject being pursued.

Instructions for Uploading Documents

using the browse button, navigate to and select the **Proof of Provisional Eligibility/Teaching Subject** file you want to upload. Be sure to select carefully.

click the **Upload File Now** button

Choose File No file chosen

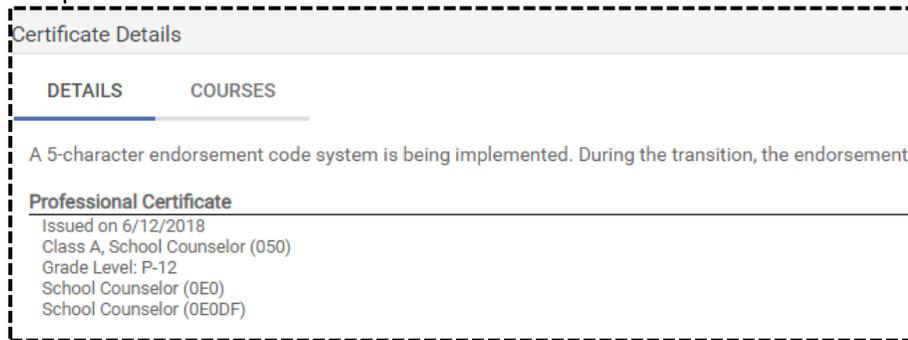
Upload File Now Proof of Provisional Eligibility/Teaching Subject has not been uploaded.

Notice of Importance

Document Needed for Course Registration:

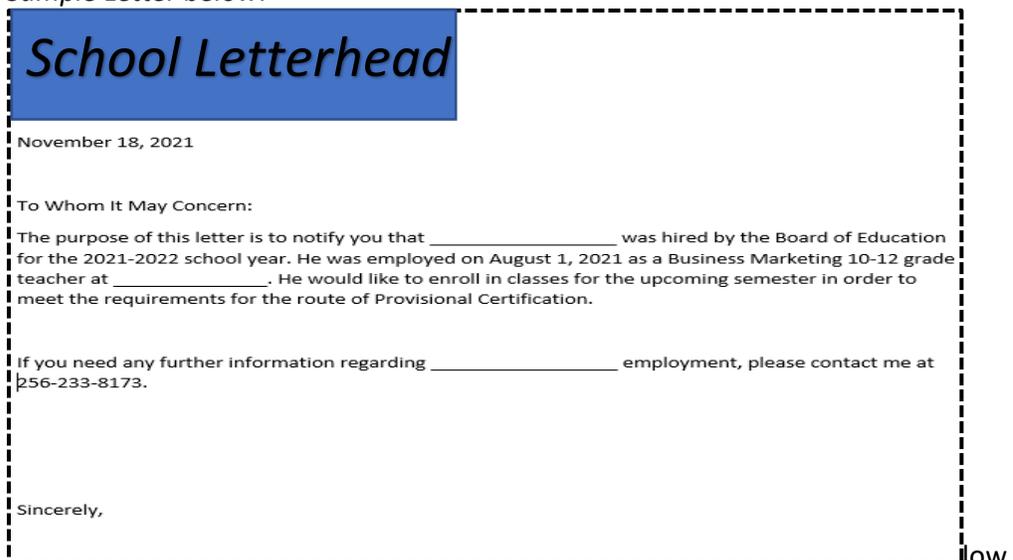
1. **The preferred document is a copy of your teaching provisional certificate that states specifically your provisional teaching discipline and grade level.**
 - If issued, the easiest method to access this is to look yourself up on the Alabama State Department of Education’s public teacher search site at <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx> and take a screenshot of your record which must include your name and teaching subject. Or you may already have a PDF copy of this document.

Sample screenshot below.

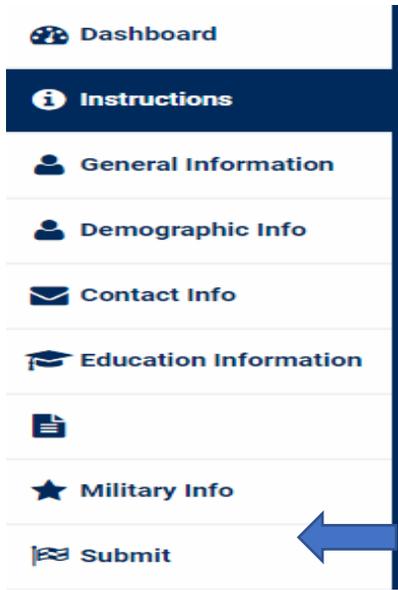


2. **A letter issued from your school department on letterhead stating your teacher subject and grade level.**

Sample Letter below:



3. Hire letter from your school board that states specifically your provisional teaching discipline and grade level on letterhead.



Verify and submit application.