

Alaska Reads Act Endorsement Guidance

Complete the following steps to add this endorsement.

1. **Visit** the [Available Endorsement](https://education.alaska.gov/teachercertification/available-endorsements) website.
<https://education.alaska.gov/teachercertification/available-endorsements>
2. **Click on the Adding Endorsement bar.**

The screenshot shows the 'Available Endorsements' page on the Alaska Reads Act website. The page is titled 'Available Endorsements' and includes a navigation menu with options like 'PARENTS', 'STUDENT LEARNING', 'EDUCATOR & SCHOOL EXCELLENCE', 'FINANCE & SUPPORT SERVICES', and 'DATA CENTER'. Below the title, there is a list of endorsement areas: Teaching Endorsements, Administrative Endorsements, Special Service Provider Endorsements, Limited Certificate Endorsements, and Alaska Reads Act Endorsements. The 'Effective Date' is listed as June 22, 2018. Below this is the 'Endorsement Information' section, which contains a list of requirements: Teaching Requirements, Administrative & Special Services Requirements, Adding Endorsements, Removing Endorsements, and Experience and Employment Requirements. A red arrow points to the 'Adding Endorsements' bar in this section.

2. Click to expand the Adding Endorsement bar.

3. **Click on Apply to add endorsement.**

The screenshot shows the 'Adding Endorsements' page. The page has a blue header with the text 'Adding Endorsements'. Below the header, there is a text box containing the following information: 'Endorsements may be added only to certificates two years or greater in length. Submit the Additional Endorsement application for the certificate type.' Below this text is a red button with the text 'Apply to add endorsement'. A red arrow points to this button. Below the button, there is another text box containing the following information: 'The cost is \$100 to add, remove, or modify each endorsement (not limited on the number).'

3. Click.

4. The link will take you to a new site. **If you have been to this site before, login. New users will need to register.**

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Log In

User Name (Email) *
joo@mail.com

Password *

Log In

[Click here to Register](#)

[Forgot Password?](#) [Forgot User Name?](#)

If you are registering for the first time, a temporary password will be sent to your email address. You will need to use that password and the link in the email to finish the registration process.

5. After logging in,
- **Scroll down to the Application section.**
 - **Click New Application.**

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Applications

Click → [New Application](#)

Application Type	License Type	Application#	Submitted Date	Status	Action
No applications found.					

Showing 0 to 0 of 0 entries

Notifications

Search Keyword

Subject	Date Sent
No records found.	

6. **Click and open each link.** The buttons won't activate till the links are opened.

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6. Click

Welcome to The Educator Application & Certification Hub Alaska (TEACH-AK)

To move forward with your application, please follow these required steps:

1. Click [here](#) to review the certificate requirements and gather all supporting documents.
2. Download the [TEACH-AK user guide](#) for technical support during your application.
3. Navigate back to TEACH-AK and select the category and certificate type you are applying for.
4. Click the green "Create Application" button.

Category

Teacher Administrative Special Services District-Sponsored Miscellaneous

[Create Application](#) [Cancel](#)

Each link will open in a new tab. Click on the tab for this screen to navigate back to this window.

7. The Category buttons will now be active.

- **Select Miscellaneous.** The Certificate Type section will appear.
- **Select Add Endorsement.**
- **Click on Create Application.**

The screenshot shows the Alaska Department of Education's TEACH-AK application interface. At the top, it says "Welcome to The Educator Application & Certification Hub Alaska (TEACH-AK)". Below this, it lists four required steps for moving forward with the application. The main form area is titled "Category 7. Select" and contains two rows of radio button options. The first row includes "Teacher", "Administrative", "Special Services", and "District-Sponsored". The second row includes "Miscellaneous", "Type E: Early Childhood Education", "Retired/Lifetime Certificate", "Reinstatement of Retired/Lifetime", and "Add Endorsement". Red arrows point to the "Miscellaneous" and "Add Endorsement" options, with the word "Select" written above the second arrow. Below the options, there are two buttons: "Create Application" (green) and "Cancel" (grey). A red arrow points to the "Create Application" button with the text "Last Click!" written above it.

8. A new window will open. **Click on Save & Next.** The Instruction page will be complete and the screen will change.

The screenshot shows the "Add Endorsement" page in the TEACH-AK system. On the left side, there is a sidebar menu with several items: "Instructions", "Add Endorsement to License", "Education", "Employment History - Public School Experience", and "Employment History - Other Education". The main content area is titled "Add Endorsement" and contains a section for "Instructions". The instructions text reads: "ADDING AN ENDORSEMENT" followed by two bullet points: "Endorsements on Teacher, Administrative, and Special Services certificates can only be granted based on Alaska's endorsement requirements as defined in regulations (4 AAC 12)." and "The requirements for adding an endorsement to each type of certificate vary. Read more about exact requirements for adding endorsements at the Endorsement Information webpage before proceeding with the application." At the bottom of the page, there is a green "Save & Next" button. A red arrow points to this button with the text "8. Click" written above it.

9. Notice the green check mark that appears on the left side bar. You are now on the Add Endorsement to License screen. (At this point, if you have to stop or get timed out, your progress will be saved.) **Click Add New.**

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Settings

Back to Dashboard

Add Endorsement

Instructions ✓

Add Endorsement to License ✕

Education ✕

Employment History - Public School Experience ✕

Employment History - Other Education ✕

Employment History - Career and Technical Education ✕

Testing ✕

Add Endorsement to License

Qualifying endorsements will only be granted if they have been requested in this section of the application. Endorsements will only be granted based on Alaska's endorsement requirements. You may only request endorsement areas listed under [the Endorsements List](#) for your certificate type.

1. Select/add your requested certificate endorsements.
2. Upload supporting documents.

Examples:

- Updated transcripts
- Program Verification Forms
- Exam scores
- Verification of employment
- Out-of-state certificate
- Reading Teacher Efficiency Form
- Certificate of Completion

9. Click Add New

10. From the drop down menus,

- **Select the Endorsement Method.**
- **Select the Endorsement Requested.** (Administrators, please select, AK Reads Act K-3 Teacher until the administrator endorsement appears on the list. Teacher certification will update it for you.)
- **Click the Professional Teaching Certificate button.**
- **Click Save.**

10. Select

History - Career and Technical Education

Testing ✕

Affirmation ✕

Add New Item

Evaluation Method * DEED-approved Coursework or Exam ✕

Endorsement Requested * AK Reads Act K-3 Teacher

Grade Level Requested

Please select the license number to add this endorsement to:

Professional Teacher Certificate, License Id: 142638

Last! Save Cancel

Add New

11. Information will drop down into the next step of the form.

- **Click Browse.** A window will pop open.
- **Select the file you want to upload** from wherever it is stored on your computer.
- This is where you will submit your DEED approved course completion certificate or the DEED reading endorsement approval letter.

11. Click

12. The file will automatically appear in the Type section of the process.

- **Verify** the document appears in this section.
- **Select the Type of document**
- Click on **Click here to Upload**

12. Select

Click

The file appears here.

13. The information will drop down into the Document Type section.

- **Verify** the Document Type, File Name, Date, and Your Name are correct.
- **Click Save and Next.** This will take you to the final Affirmation screen.

Document Type	File Name	Date	Uploaded By	Actions
Certificate of Completion	Screenshot 2024-11-08 115831.png	11/08/2024	Your Name	👁️ ⬇️ 🗑️

13. Verify information then click.

Save & Next

This completes the Add Endorsement to License step on the side bar. A new checkmark will appear in that section. The rest of the sections have to be completed to finish the process. The next step will be repeated to finish the process.

14. Read through the information on the screen.

- **Select the button** by the verification statement.
- **Click Save and Next.**

Document Type	File Name	Date	Uploaded By	Actions
Certificate of Completion	Screenshot 2024-11-08 102902.png	11/08/2024	Melinda Krise	👁️ ⬇️ 🗑️

Save & Next

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Instructions ✓

Add Endorsement to License ✓

Education ✓

Employment History - Public School Experience ✗

Employment History - Other Education ✗

Employment History - Career and Technical Education ✗

Testing ✗

Affirmation ✗

1. Provide the name and location of the high school where you graduated.
2. List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s).
3. If you completed your degree and/or your teacher preparation program outside of the United States, a complete, original Foreign Evaluations must be submitted from an approved foreign evaluation agency. Your foreign evaluation will also serve as your verification that you completed an approved teacher preparation program.

Official electronic transcripts from a college, university, or state agency can be uploaded into this application below.

I do not have information for this section OR my information is on file with the DCCD Teacher Certification Office.

14. Click

Save & Next

A new check mark will appear in the Education section of the sidebar. Repeat this step for all the rest of the sections. A new green check will appear each time you finish a section.

15. Complete the Affirmation step.

- **Read the information.**
- **Select the button.** (It will take you to a copy of the Code of Ethics. Use your tabs to navigate back to this screen.)
- **Verify your name** is correct.
- **Fill in the Signature and Date boxes.**
- **Click Save and Next.**

Alaska Department of Education

Settings

Add Endorsement

Instructions ✓

Add Endorsement to License ✓

Education ✓

Employment History - Public School Experience ✓

Employment History - Other Education ✓

Employment History - Career and Technical Education ✓

Testing ✓

Affirmation ✗

Affirmation and Signature

Alaska educators are required to take an oath of allegiance per AS 39.05.045 and 4 AAC 18.010. In addition, Alaska educators are required to adhere to the State of Alaska Code of Ethics of the Education Profession. Read the following information including the information available through the hyperlinks and acknowledge the oath and the information provided by checking the box and signing by typing your name.

By checking this box, I *

Melinda J. Krize

Verify

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska, and that I will faithfully discharge my duties as an Alaska educator to the best of my ability.

In addition, I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession.

I understand that any material submitted in connection with this application will become the property of the State of Alaska, will be considered a public record and will not be returned. I further understand that application status information, including application denial and underlying reason for a denial may be provided to personnel of any school district where I have applied for, being considered for employment or are currently employed by. I understand that inaccurate information submitted in support of an application shall be cause for denial or revocation of such certificate or permit.

Signature: *

Signature

Date: *

Date

15. Click

Save & Next

The application process has been completed.