

# Reading Endorsement Handout

Complete the following steps to add an 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.

Click to expand a title bar.

Teaching Endorsements list of all available options.

Teaching Requirements shows methods of receiving an endorsement.

2. Click

The screenshot shows the Alaska Education & Early Development website. The main navigation bar includes 'Alaska Learns' and several menu items: 'PARENTS', 'STUDENT LEARNING', 'EDUCATOR & SCHOOL EXCELLENCE', 'FINANCE & SUPPORT SERVICES', and 'DATA CENTER'. The page title is 'Available Endorsements'. Below the title, there is a sub-header: 'Here is the list of endorsement areas offered in the State of Alaska under Teacher certification, Administrative certification, or Special Services Certification. You will also find the endorsement areas specific to limited certification types.' The effective date is 'June 22, 2018'. A list of endorsement options is provided: Teaching Endorsements, Administrative Endorsements, Special Service Provider Endorsements, Limited Certificate Endorsements, and Alaska Reads Act Endorsements. Below this list is the 'Endorsement Information' section, which states: '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)'. A list of options is provided: Teaching Requirements, Administrative & Special Services Requirements, Adding Endorsements, Removing Endorsements, and Experience and Employment Requirements. A red arrow points to the 'Adding Endorsements' link.

3. Click on Apply to add endorsement.

3. Click.

The screenshot shows the 'Adding Endorsements' page. The page title is 'Adding Endorsements'. Below the title, there is a sub-header: 'Endorsements may be added only to certificates two years or greater in length. Submit the Additional Endorsement application for the certificate type.' A link 'Apply to add endorsement' is provided. Below the link, there is a note: 'The cost is \$100 to add, remove, or modify each endorsement (not limited on the number)'. A red arrow points to the 'Apply to add endorsement' link.

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.**

Alaska Department of Education

Log In

User Name (Email) \*  
joe@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.**

Alaska Department of Education

Settings

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.

Alaska Department of Education

Settings

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.

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

Category

Teacher  Administrative  Special Services  District-Sponsored  Miscellaneous

Create Application Cancel

7. The Category buttons will now be active.

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

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Category

**7. Select** →  Miscellaneous

Certificate Type

**Select** →  Add Endorsement

**Last Click!** →

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

Alaska Department of Education

Settings

⌕ Back to Dashboard

### Add Endorsement

Instructions

Instructions

ADDING AN ENDORSEMENT

- 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).
- **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.

**8. Click** →

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.**

Alaska Department of Education

Settings

Back to Dashboard

### Add Endorsement

Add Endorsement to License

Instructions

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

Add New **9. Click**

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.**

History – Career and Technical Education

Testing

Affirmation

### Add New Item

**10. Select**

Evaluation Method \*  X

Endorsement Requested \*

Grade Level Requested

Please select the license number to add this endorsement to:

Professional Teacher Certificate, License Id: 142638

**Last!**

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.

The screenshot shows a form with a blue header containing navigation tabs: Evaluation Method, Endorsement Requested, Grade Level Requested, Status, and Actions. Below the header, the text 'DEED-approved Coursework or Exam' and 'AK Reads Act K-3 Teacher' is visible. A red arrow points to a blue button labeled '+ Browse New Files' with the text '11. Click' above it. Below the button, a message reads: 'To add new files for upload, please click "Browse", or click-and-drag files into this area'.

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**

The screenshot shows the 'Type' section of the form. A dropdown menu is open, showing 'Certificate of Completion' as the selected option. To the right, the file name 'Screenshot 2024-11-08 102902.png' is displayed. Below this, a green button labeled 'Click here to Upload' is highlighted with a red arrow and the text 'Click'. A red arrow also points to the file name with the text '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.

The screenshot shows the 'Uploaded Files' section. A table displays the following information:

Document Type	File Name	Date	Uploaded By	Actions
Certificate of Completion	Screenshot 2024-11-08 115831.png	11/08/2024	Your Name	View, Download, Delete

Below the table, a green button labeled 'Save & Next' is highlighted with a red arrow and the text '13. Verify information then click.'

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.**

The screenshot shows the Alaska Department of Education application interface. On the left is a sidebar with navigation items: Instructions (checked), Add Endorsement to License (checked), Education (selected with an 'X'), Employment History - Public School Experience (X), Employment History - Other Education (X), Employment History - Career and Technical Education (X), Testing (X), and Affirmation (X). The main content area is titled 'Education' and contains three numbered instructions. A red arrow points to the second instruction, which includes a checkbox:  I do not have information for this section OR my information is on file with the DEED Teacher Certification Office. A red arrow points to the 'Save & Next' button, with the word 'Click' written in red above it.

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.**

The screenshot shows the Alaska Department of Education application interface for the 'Add Endorsement' section. The sidebar on the left shows 'Affirmation' selected with an 'X', while all other sections have green checkmarks. The main content area is titled 'Affirmation and Signature' and contains text about the oath of allegiance and the Code of Ethics. A red arrow points to a checkbox:  By checking this box, I \*. A red arrow points to the name field containing 'Melinda J. Kruse', with the word 'Verify' written in red above it. Below the text are fields for 'Signature: \*' and 'Date: \*'. A red arrow points to the 'Save & Next' button, with the text '15. Click' written in red above it.

The application process has been completed.