# Reading Endorsement Handout
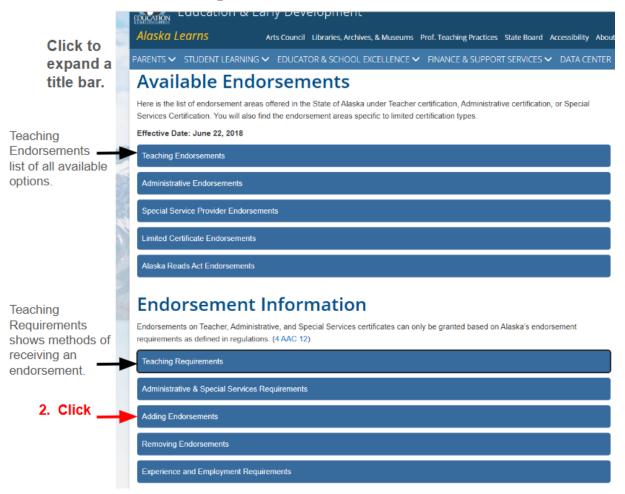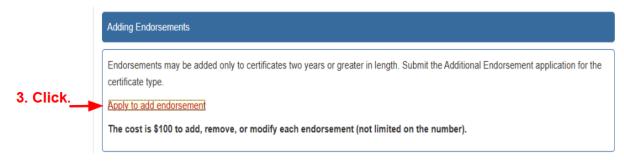
Complete the following steps to add an endorsement.
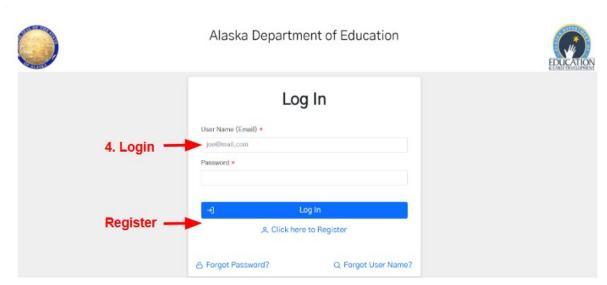
1. **Visit** the [Available Endorsement](https://education.alaska.gov/teachercertification/available-endorsements) website.
   https://education.alaska.gov/teachercertification/available-endorsements

2. **Click on the Adding Endorsement bar.**


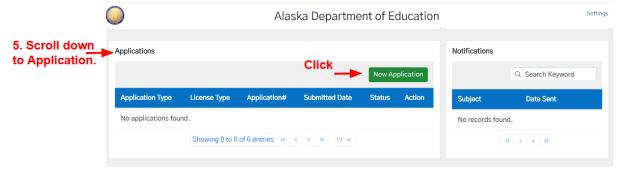
3. **Click on Apply to add endorsement**.

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.**
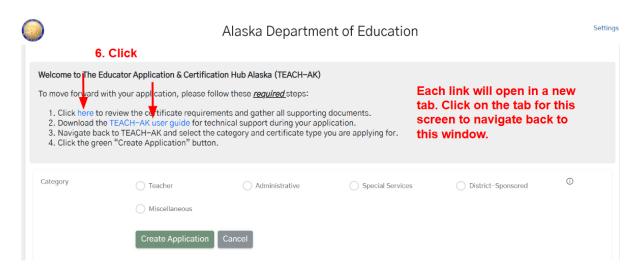


If you are registering for the first time, a temporary password will be sent to your email address. You will need to use that password and the link in the email to finish the registration process.
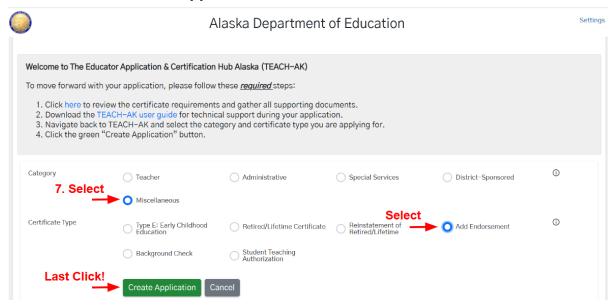
5. After logging in,
   ● **Scroll down to the Application section**.
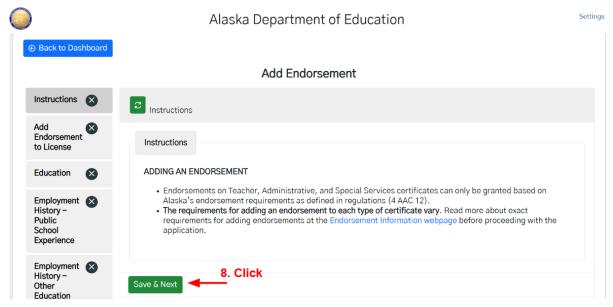   ● **Click New Application.**



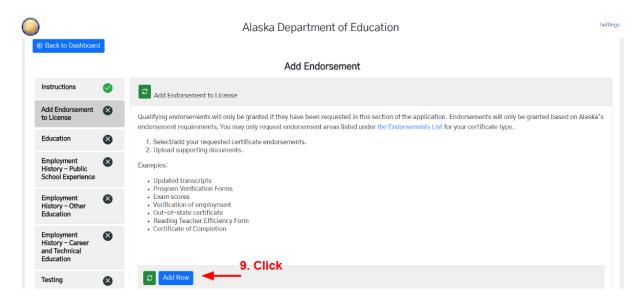6. **Click and open each link.** The buttons won't activate till the links are opened.

7. The Category buttons will now be active.
   ● **Select Miscellaneous**. The Certificate Type section will appear.
   ● **Select Add Endorsement.**
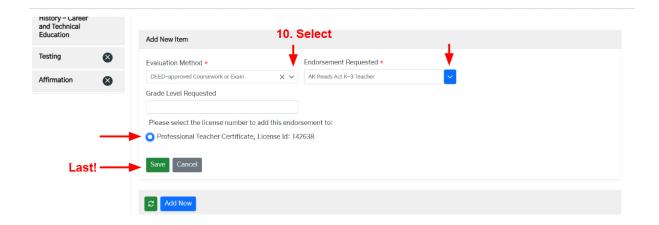   ● **Click on Create Application.**



8. A new window will open. **Click on Save and Next.** The Instruction page will be complete and the screen will change.
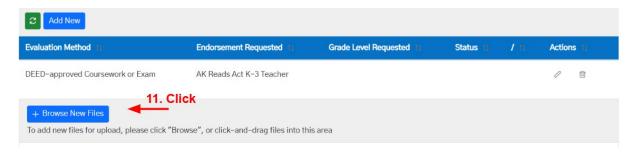
9. Notice the green check mark that appears on the left side bar. You are now on the Add Endorsement to License screen. (At this point, if you have to stop or get timed out, your progress will be saved.) **Click Add New.**
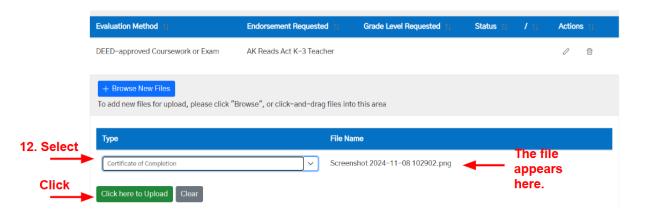


10. From the drop down menus,
   ● **Select the Endorsement Method.**
   ● **Select the Endorsement Requested.** (Administrators, please select, AK Reads Act K-3 Teacher until the administrator endorsement appears on the list. Teacher certification will update it for you.)
   ● **Click the Professional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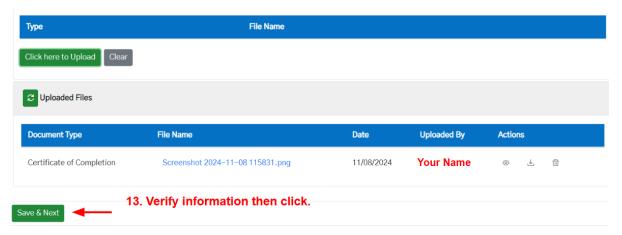   ● **Click Save.**

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.



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**
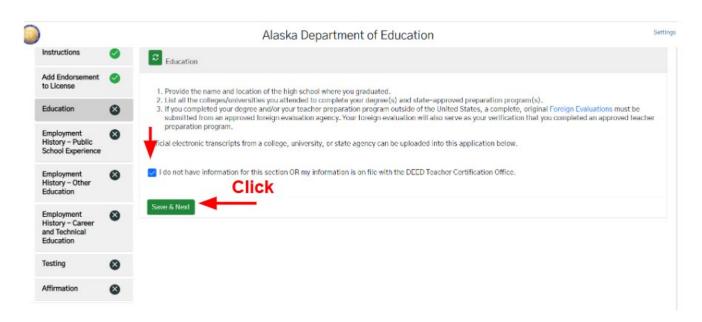- Click on **Click here to Upload**



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.
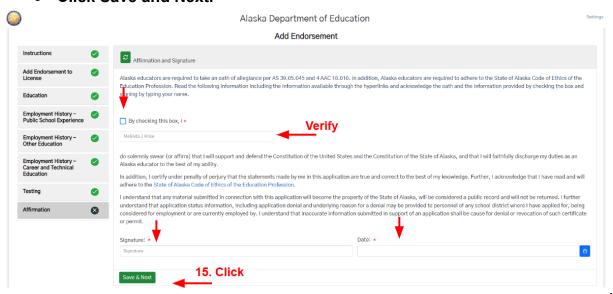


This completes the Add Endorsement to License step on the side bar. A new checkmark will appear in that section. The rest of the sections have to be completed to finish the process. The next step will be repeated to finish the process.

14. Read through the information on the screen.
    ● **Select the button** by the verification statement.
    ● **Click Save and Next.**



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 application process has been completed.