

Directions for adding your completed endorsement to your teaching certificate.

1. Download and complete the application to add an additional endorsement from the Teacher Certification website: <http://www.eed.state.ak.us/TeacherCertification>.
2. Send institutional recommendation form to the School of Education ATTN: Jane Monahan, PO Box 657480, Fairbanks, Alaska 99775. Our office will verify that you took the required classes and our Dean will sign the document. We will send it to you once it is signed.
3. Request official UAF transcripts to be sent to you. Be sure to wait until final grades are posted.
4. Send everything to the State Department in one envelope with the required fee.