



TEACHING & LEADING
ALABAMA 

Step-by-Step Guide

NAL

Alabama Approved-Program

Applicant Responsibilities

Last updated: February 9, 2026

334-694-4557



www.alabamaachievers.org



edcert@alsde.edu





Application Process

- Go to <https://aim.alsde.edu> to log into your AIM account.
- Enter your ALSDE ID # or email address and password then select **Log In**

For issues logging into an **existing** AIM account

- Contact ALSDE help desk during normal business hours by emailing **servicedesk@alsde.edu**
- Provide the following information:
- Subject Line: AIM Login Issues
- Full Name
- ALSDE ID
- Describe the issue you are having and include helpful screenshots
- Please allow 3-5 business days for a response, before contacting the Service Desk again
- For additional assistance on how to create an AIM account, locate the Creating an AIM Account document by clicking here [Creating an Aim Account](#).

- Once logged in, click on the tile labeled **ACE** to access the Certification Dashboard.

If you are redirected to Extended Demographics:

- Complete the required information.
- Required sections are indicated by an asterisk to the right of the section name.
- Once all required sections are complete, click the green button to continue to the ACE Certification Dashboard.
- If you are returned to the Extended Demographics Section, all sections have **not** been completed in their entirety.



Application Process

- You should receive communication from your College or University indicating an application has been initiated on your behalf.
- To **access** your application which was started by your Alabama College or University visit the **Message Center** or the **Your Applications** section of the ACE Dashboard.
- **Do not** select **New Application**

Alabama Achieves

Hi Cherish,
Welcome to the Alabama Certification for Educators.
Your portal for obtaining, managing, and renewing certificates.

161 New messages
Go To Message Center

Background Review
Suitable
Last Activity: 02/09/2026
Individual has completed a criminal history background check as of 02/09/2026 and is suitable and fit to teach under state law.

YOUR APPLICATION

Active(11) History(16)

Start New Application

- NAL GV7Q3ND Started Waiting Applicant
- NAL SFZA6GH Started Waiting Applicant
- NAL WDBU57B Started Waiting Applicant
- NAL JV7SUHT Started Waiting Applicant
- NAL Y4USMUT Started Waiting Applicant
- NAL P8GR8BN Started Waiting Applicant
- NAL 2737GIK Started Waiting Applicant
- AL-Approved Program Graduate RRSQAOPS Started Waiting Applicant

Start New Application

Your Certifications
Active(0) History(0)
No Current Certificate

- **Do not** pay using the \$ icon

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YOUR APPLICATIONS

Active(11) History(16)

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- AL-Approved Program Graduate RRSQAOPS Started Waiting Applicant

Start: 02/05/2026 | Deadline: 08/04/2026

15% completed: 176

Continue Application

Your Certifications
Active(0) History(0)
No Current Certificate

- Select the **AL Approved Program** application that was started by the Alabama College or University.
- Click **Continue Application**

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YOUR APPLICATIONS

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Start: 02/05/2026 | Deadline: 08/04/2026

15% completed: 176

Continue Application

Your Certifications
Active(0) History(0)
No Current Certificate



Application Process

- Complete the required application sections. Once a section is completed select the **Next** icon to move to the next section of the application.

The screenshot shows the 'Provide Documentation' step of the application wizard. The left sidebar lists the steps: 'Configure the Application' (Complete), 'Provide Documentation' (In Progress), and 'Review and Sign' (Pending). Under 'Provide Documentation', the 'Pay Application Fee' option is highlighted with a red circle. The main form area contains a 'Confirm Personal Data' section with fields for First Name, Middle Name, Last Name, Title, Suffix, Middle Name, Address 1, Address 2, City, State, ZIP, Country, Social Security Number, Home Phone, Work Phone, Email Address, Work Email Address, Date of Birth, Sex, Race, Ethnicity, and Marital Status. A 'Next' button is highlighted with a red circle at the bottom of the form.

- Fees are paid within the application. **Do NOT PAY the fee using the \$ Icon.**

The screenshot shows the 'Pay Application Fee' step of the application wizard. The left sidebar lists the steps: 'Configure the Application' (Complete), 'Provide Documentation' (In Progress), and 'Review and Sign' (Pending). Under 'Provide Documentation', the 'Pay Application Fee' option is highlighted with a red circle. The main form area contains a 'Pay Application Fee' section with a table showing the total amount, credit amount, and paid amount. A 'Pay' button is visible at the bottom of the form.

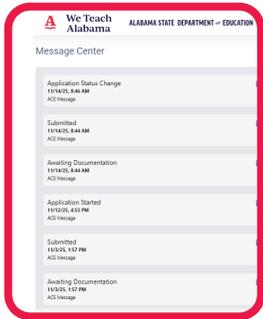
- Once all required application sections are completed by you and your College/University, your application will be assigned to a certification specialist. Continue to check the ACE Portal for status updates.
- Please note the application **will not reach 100% completion until the application is approved or denied by the ALSDE.**
- Please allow up to 6-8 weeks for your application to be processed.

The screenshot shows the 'Review and Sign' step of the application wizard. The left sidebar lists the steps: 'Configure the Application' (Complete), 'Provide Documentation' (Complete), and 'Review and Sign' (Complete). A green notification banner at the top right says 'Your application has been submitted' and 'Artifact save success'. A central dialog box says 'Thank you! You've successfully submitted your application. Please login to ACE to check the [Message Center](#) frequently for notifications. Close'. The main form area contains a 'Pay Application Fee' section with a table showing the total amount, credit amount, and paid amount. A 'Next' button is visible at the bottom of the form.

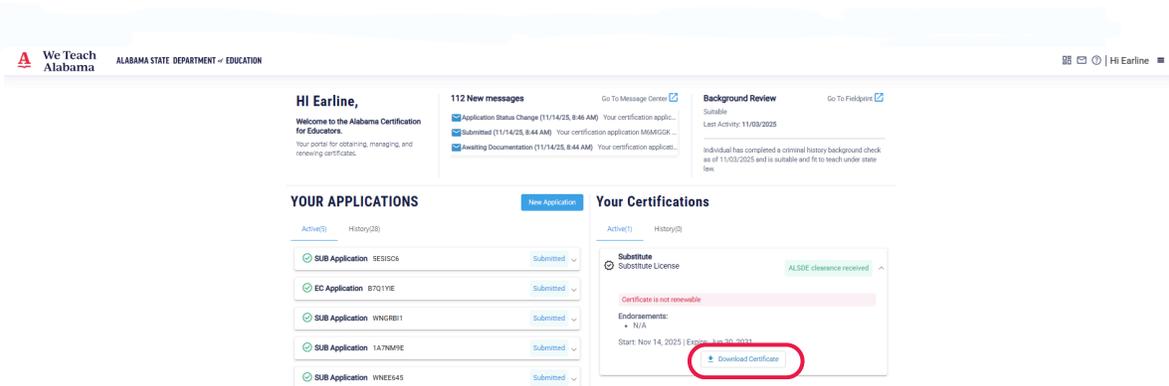


Application Process

- Check the ACE Portal often for updates on your application.
- Applications may take up to 6-8 weeks to be processed.
- You will receive message updates in the **Message Center** of the ACE Portal.



- To print your certificate, select **Download Certificate** under the **Your Certifications** section of the ACE Portal.



- If you have questions, please contact your College/University contact for assistance.