

ALABAMA MATH AND SCIENCE TEACHER EDUCATION PROGRAM (AMSTEP) CHECK LIST

All the following documents must be submitted in order for your application to be processed.

1. An ACHE application found on the home page for this program. This only has to be submitted one time.
2. A photocopy of your college diploma or a copy of your transcript indicating that you have graduated from an institution offering Alabama State Board of Education approved certifications programs in math and/or science. This loan repayment is only available to students who graduated in Spring 2018 and forward. This only has to be submitted one time.
3. Documentation that you hold a valid Alabama professional educator certificate endorsed in secondary Math and/or Science. After the initial application, this only has to be provided again each time the certificate is renewed.
4. Documentation that you are teaching in an Alabama public school. This may be in the form of a letter from your principal or your system's superintendent. This must be provided for each term (August to December and then January to June). Make sure that this letter includes your hire date.
5. As proof of Alabama residency, you must provide one of the following one time:
 - a. A current valid Alabama driver's license.
 - b. A current valid Alabama vehicle registration.
 - c. A current valid Alabama voter registration card.
6. Documentation concerning the balance of your federal student loans (subsidized or unsubsidized). This must be provided each time you apply for loan repayment funds.

All documents should be sent to:

Mrs. Cheryl Newton
Manager of Grants and Scholarships
P.O. Box 302000
Montgomery, AL 36130-2000
Telephone: (334) 242-2273
Email: cheryl.newton@ache.edu