

## Application for KR1 Submission to ALSDE Based on MS Guidance Counseling Program Completion

Name:

### Application Instructions

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#### Step 1: Form KRP

1. [Click this link and fill out the entire form.](#) Once completed, print and sign the form.
2. It is better to type this form since any handwritten applications are received, and any portion is not legible, the application(s) will be returned.
3. Be sure you answer all questions and sign the form. Do not use a digital signature. Do not forget to date your application. (*It will be returned if it is not signed and dated.*) /apps/al/adoe/payments to submit your online payment

2. You may also submit a Money Order for \$38.00, made payable to the ALSDE.
3. Checks and Cash are not accepted.

#### Step 4: Form CIT

1. [https://www.alabamaachievers.org/wp-content/uploads/2023/10/TEA\\_20231016\\_Supplement-CIT\\_v1.0.pdf](https://www.alabamaachievers.org/wp-content/uploads/2023/10/TEA_20231016_Supplement-CIT_v1.0.pdf)
2. This form must be submitted if you have not previously submitted the paperwork along with proof of citizenship ( See Page if the CIT Form) . *If you are unsure*, it is best to send it anyways to avoid delays in your certification processing.

#### Step 5: Mailing Documents

1. Return this cover sheet and all documents listed above (Form KRP, Form KR1,