

Principal Act Application Process

Applicant Responsibilities and Directions



Introduction

The Principal Act provides a stipend to eligible principals and assistant principals in Alabama who successfully complete all APLDS program requirements. This guide walks you — the applicant — through completing your Principal Act Application in ACE, from logging in to signing your finished application. More information about the Principal Act and APLDS program can be found at alabamaprincipals.org.

What's inside:

1. **Accessing ACE:** Log in through AIM and open your Certification Dashboard.
2. **Start a Principal Act Application:** Begin once your LEA notifies you that you are eligible.
3. **Configure the Application:** Answer the eligibility questions.
4. **Confirm Personal Data:** Review the information from your AIM account.
5. **Upload APLDS Transcript:** Submit your PowerSchool PL transcript.
6. **Upload APLDS Evaluation:** Submit your APLDS Evaluation documentation.
7. **Review and Sign:** Review and sign your completed application.
8. **Checking Status:** Track updates in the ACE Portal.

Principal Act Application Process

When your LEA notifies you that you are eligible, start and complete your application as described in the sections below.

Accessing ACE

1. Go to <https://aim.alsde.edu> to log into your AIM account.
2. Enter your ALSDE ID # or email address and password, then select **Log In**.
3. Once logged in, click the tile labeled **ACE** to access the Certification Dashboard.

For issues logging into an **existing** AIM account, please contact the ALSDE help desk at 334-694-4777 or servicedesk@alsde.edu with your full name, ALSDE ID, and a description of the issue. Allow 3–5 business days for a response.

Start a Principal Act Application

When your LEA notifies you that you are eligible, start your application:

1. From the dashboard, select **New Application** and select **OK** on the notice.
2. On the Application Wizard welcome screen, select **I'M READY, LET'S START**.

The screenshot shows the 'APPLICATION WIZARD' interface. On the left, a progress bar indicates three steps: 1. Configure the Application (In Progress), 2. Provide Documentation (Pending), and 3. Review and Sign (Pending). The main content area features a 'WELCOME TO THE APPLICATION WIZARD!' message, explaining that the purpose is to gather information to ensure a seamless and quick process. A 'Back' button and a blue 'I'M READY, LET'S START' button are visible. At the bottom, there are logos for Alabama Achieves, social media icons, and enChoice, along with the text '© 2026 We Teach Alabama' and 'ACE Version 3.0.6'.

3. Select the **Principal Act Approach**, then click **Next**. (You will only see the approaches you are eligible to pursue.)

This screenshot shows the selection screen within the 'APPLICATION WIZARD'. It prompts the user to 'Select the approach that best fits your needs.' and includes a note about eligibility based on certification history. A 'View Certification Requirements' link is provided. The selection options are as follows:

- ☐ **Additional Teaching Field Approach:** I hold a valid Alabama teaching field certificate, I have passed the appropriate Praxis test(s), and I want to add another teaching field. Do not select this option if you have completed a program at an Alabama or non-Alabama College or University.
- ☐ **Foreign Credential Approach:** I earned a degree outside of the United States that is equivalent to a bachelor's or higher degree conferred by a regionally accredited senior institution in the United States. I also completed a program that was the equivalent to an educator preparation program in the United States.
- ☐ **Automated Renewal:** Renew my eligible certificates using the LEA Renewal Process.
- ☐ **Other Professional Certification Approaches:** I want to add certification in one of the following areas:
 - Dyslexia Therapist
 - Driver and Traffic Safety
 - Early Childhood Development (initial program completion)
 - Early Childhood Development Professional
 - School Counseling (CACREP)
- ☐ **Out of State Certificate Approach:** I hold a valid professional certificate in another state, and I wish to use my out of state certificate as the basis to seek certification in Alabama. Do not select this option to **renew** or **reinstate** an Alabama certificate.
- ☐ **Professional Licensure Approach:** I hold one of the following professional licenses:
 - A valid National Board for Professional Teaching Standards (NBPTS) license,
 - A valid National School Psychologist license, or
 - A valid Speech Language Pathology (SLP) license issued by a state's SLP licensing board/agency.
- ☐ **Principal Act Approach:** I am a principal or assistant principal at an eligible Alabama public school, I hold a valid leadership certificate as of October 1 of the current school year, and I am applying for my Principal Act stipend for the current school year (July 1 – May 31).

'Back' and 'Next' buttons are located at the bottom of the selection area.

Configure the Application

After selecting the Principal Act Approach, answer the eligibility questions. Each is a **Yes/No** question that confirms you qualify for the Principal Act stipend. Answer them based on your situation and select **Next** after each.

1. Select whether you are **employed full-time** as a principal or assistant principal. (The law's definitions of each are shown for reference.)

Alabama Achieves

APPLICATION WIZARD

1 Configure the Application
In Progress

2 Provide Documentation
Pending
Applicant Responsibility
Confirm Personal Data

3 Review and Sign
Pending

Your application is being created

Are you employed full-time by a local board of education as the school administrator of a public school?

- **Principal:** An individual who is certified for the position of principal, as prescribed by the board, and who is employed full-time by a local board of education as the chief school administrator of a public school. This shall include a career and technical education building administrator, alternative school administrator—or similar position approved by the Alabama State Department of Education (ALSDE)—who is housed full-time at a standalone facility, oversees the day-to-day schedule and operations in that facility, and supervises teachers at that facility in a full-time capacity.
- **Assistant Principal:** An individual who is certified for the position of assistant principal, as prescribed by the board, and who is employed full-time by a local board of education as an administrator of a public school to assist the principal in managing and leading the school. This term includes a career and technical education building administrator, alternative school administrator—or similar position approved by the Alabama State Department of Education (ALSDE)—who is housed full-time at a standalone facility, who assists with overseeing the day-to-day schedule and operations in that facility, and who helps supervise teachers at that facility in a full-time capacity.

☐ Yes
☐ No

Back Next

2. Select whether you are **employed as an interim** principal or assistant principal.

Alabama Achieves

APPLICATION WIZARD

1 Configure the Application
In Progress

2 Provide Documentation
Pending
Applicant Responsibility
Confirm Personal Data
School System Responsibility
Principal/AP Attestation
Interim Position Attestation

3 Review and Sign
Pending

Your application is being created

Are you employed as an interim principal or assistant principal?

☐ Yes
☐ No

Back Next

3. Select whether you are **retiring at the end of the school year**.

The screenshot shows the 'APPLICATION WIZARD' interface for Alabama Achieves. The user is logged in as 'Hi Alfonso'. The wizard has three main steps: 1. Configure the Application (In Progress), 2. Provide Documentation (Pending), and 3. Review and Sign (Pending). The 'Configure the Application' step is active, showing a progress bar at the top that says 'Your application is being created'. Below the progress bar, there is a question: 'Are you retiring at the end of the school year as a principal or assistant principal?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the question area, there are 'Back' and 'Next' buttons.

4. Select whether your PowerSchool PL transcript reflects **at least 30 APLDS Clock Hours between June 1 – April 30** of the current school year.

This screenshot is identical to the one above, showing the 'APPLICATION WIZARD' interface for Alabama Achieves. The user is logged in as 'Hi Alfonso'. The wizard has three main steps: 1. Configure the Application (In Progress), 2. Provide Documentation (Pending), and 3. Review and Sign (Pending). The 'Configure the Application' step is active, showing a progress bar at the top that says 'Your application is being created'. Below the progress bar, there is a question: 'Does your transcript in PowerSchool PL reflect at least 30 APLDS Clock Hours between June 1 and April 30 of the current school year?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the question area, there are 'Back' and 'Next' buttons.

5. Select whether your transcript reflects APLDS-approved **early literacy (Grades K-3) and early numeracy (Grades K-5) professional learning** or is not applicable.

The screenshot shows the 'APPLICATION WIZARD' interface for Alabama Achieves. The left sidebar lists three steps: 1. Configure the Application (In Progress), 2. Provide Documentation (Pending), and 3. Review and Sign (Pending). Under step 2, sub-steps include 'Applicant Responsibility' (Confirm Personal Data), 'School System Responsibility' (Principal/AP Attestation, Interim Position Attestation), and 'APLDS Early Literacy & Numeracy Attestation'. The main content area displays the question: 'Does your transcript reflect APLDS-approved early literacy (K-3) and early numeracy (K-5) professional learning?'. It has three radio button options: 'Yes', 'Not Applicable', and 'No'. 'Back' and 'Next' buttons are at the bottom. A status bar at the top right shows 'Hi Alfonso'.

6. Select whether you have completed all steps of the **APLDS Evaluation System** in the AIM Teaching Effectiveness application.

This screenshot is similar to the previous one but for a different question. The sidebar is identical. The main content area asks: 'Have you completed all steps of the APLDS Evaluation System in the AIM Teaching Effectiveness application?'. It has two radio button options: 'Yes' and 'No'. 'Back' and 'Next' buttons are at the bottom. The status bar at the top right shows 'Hi Alfonso'.

7. When you have answered all questions, select **Launch Application** to create your application.

8. When the application launches, it opens on the **Confirm Personal Data** screen. In the left panel, **Provide Documentation** lists two groups: **Applicant Responsibility** — the items you complete (Confirm Personal Data, Upload APLDS Transcript, Upload APLDS Evaluation) — and **School System Responsibility**, which your LEA completes. After your items are done, you finish under **Review and Sign**.

The screenshot displays the 'APPLICATION WIZARD' interface for the Alabama Achieves application. The left sidebar shows three steps: '1. Configure the Application' (Complete), '2. Provide Documentation' (In Progress), and '3. Review and Sign' (Pending). Under 'Provide Documentation', there are two sections: 'Applicant Responsibility' and 'School System Responsibility'. The 'Applicant Responsibility' section includes 'Confirm Personal Data' (selected), 'Upload APLDS Transcript', and 'Upload APLDS Evaluation'. The 'School System Responsibility' section includes 'Principal/AP Attestation', 'Interim Position Attestation', 'APLDS Transcript Attestation', 'APLDS Early Literacy & Numeracy Attestation', and 'APLDS Evaluation Attestation'. The main content area is titled 'Confirm Personal Data' and shows a form for 'Alfonzo Frazier'. The form includes fields for First Name, Middle Name, Last Name, Title, Suffix, Maiden Name, Address 1, Address 2, City, State, Zip Code, Country of Citizenship, Cell Phone, Home Phone, Work Phone, Personal Email Address, Work Email Address, Date of Birth, Sex/Gender, Ethnicity, Race, Drivers License/State Issued ID, Expiration Date, Live out of the United States, and Stationed on a US Military Base. The form is partially filled with data for Alfonso Frazier.

Field	Value
First Name*	Alfonzo
Middle Name	
Last Name*	Frazier
Title	
Suffix	III
Maiden Name	
Address 1*	2148 Wedgewood Court
Address 2	
City*	Auburn
State*	AL
Zip Code*	36830
Country of Citizenship*	United States of America
Cell Phone*	205.915.0211
Home Phone	
Work Phone	205.915.0211
Personal Email Address*	aceteach2023@gmail.com
Work Email Address	
Date of Birth*	03/27/1987
Sex/Gender*	Male
Ethnicity*	Not Hispanic/Latino
Race*	Black or African American
Drivers License/State Issued ID*	7551365
Expiration Date*	07/12/2029
Live out of the United States*	False
Stationed on a US Military Base*	False

Delete Application: The **Delete Application** button at the top removes this application entirely. Use it only if you start the application by mistake. A **deleted application cannot be recovered**. It is available only while the application is still in progress. Once you complete and sign it, it can no longer be deleted.

Confirm Personal Data

1. Open **Confirm Personal Data** and review your information.

The screenshot displays the 'Alabama Achieves' application wizard. The left sidebar shows the progress: 'Configure the Application' (Complete), 'Provide Documentation' (In Progress), and 'Review and Sign' (Pending). The 'Confirm Personal Data' step is highlighted. The main content area shows a form with the following fields:

First Name*	Alfonzo	Middle Name		Last Name*	Frazier
Title		Suffix	III	Maiden Name	
Address 1*		Address 2		City*	
2148 Wedgewood Court				Auburn	
State*	AL	Zip Code*	36830	Country of Citizenship*	
				United States of America	
Cell Phone*		Home Phone		Work Phone	
205.915.0211				205.915.0211	
Personal Email Address*		Work Email Address			
acoteach2023@gmail.com					
Date of Birth*		Sex/Gender*	Ethnicity*		
03/27/1987		Male	Not Hispanic/Latino		
Race*		Driver's License/State Issued ID*	Expiration Date*		
Black or African American		7551365	07/12/2029		
Live out of the United States*		Stationed on a US Military Base*			

This data comes from your AIM account. If anything is incorrect, update the information in your AIM account and refresh the application.

Upload APLDS Transcript

1. Open **Upload APLDS Transcript**.
2. **Do not upload your transcript until all APLDS Clock Hours for the current school year have been awarded** in the PowerSchool PL platform.
3. Directions for downloading your PowerSchool PL transcript are available at alabamaprincipals.org/professional-learning-guidelines.
4. Drag and drop your file or select **Browse** to upload it.

The screenshot displays the 'APPLICATION WIZARD' interface for the Alabama Achieves platform. The wizard is divided into three main sections: '1 Configure the Application' (marked as 'Complete'), '2 Provide Documentation' (marked as 'In Progress'), and '3 Review and Sign' (marked as 'Pending'). Under '2 Provide Documentation', there are three sub-sections: 'Applicant Responsibility' (with 'Confirm Personal Data' and 'Upload APLDS Transcript' selected), 'School System Responsibility' (with 'Principal/AP Attestation', 'Interim Position Attestation', 'APLDS Transcript Attestation', 'APLDS Early Literacy & Numeracy Attestation', and 'APLDS Evaluation Attestation' all marked as 'X'), and 'Upload APLDS Transcript' (which is the active step). The 'Upload APLDS Transcript' section contains a 'Drag and drop files here or' area with a 'Browse' button. Below this area, a note states: 'Supported file formats are *.pdf, *.png, *.jpg, *.doc, *.txt, *.tif, *.docx, *.xlsx, *.xls. Maximum file size limit is 10 MB per file. Password protected or encrypted file cannot be uploaded. Maximum upload limit is 5 files(s)'. A 'Redo Section' button is located at the bottom of the wizard. The top of the interface shows the user's name 'Hi Alfonso' and a 'Delete Application' button.

Supported formats: PDF, PNG, JPG/JPEG, DOC/DOCX, TXT, TIFF, XLS/XLSX.
Maximum 10 MB per file; password-protected/encrypted files cannot be uploaded.

Upload APLDS Evaluation

1. Open **Upload APLDS Evaluation**.
2. **Do not upload your evaluation documentation until all steps of the APLDS Evaluation System have been completed and signed by your evaluator.**
3. Directions for accessing the APLDS Evaluation System are available at alabamaprincipals.org/evaluation-system.
4. Upload your evaluation file the same way (drag and drop or **Browse**).

The screenshot displays the 'APPLICATION WIZARD' interface for the Alabama Achieves APLDS Evaluation System. The wizard is divided into three main steps: 1. Configure the Application (Complete), 2. Provide Documentation (In Progress), and 3. Review and Sign (Pending). Under the 'Provide Documentation' step, there are two sub-sections: 'Applicant Responsibility' and 'School System Responsibility'. The 'Applicant Responsibility' section includes 'Confirm Personal Data', 'Upload APLDS Transcript', and 'Upload APLDS Evaluation' (which is currently selected). The 'School System Responsibility' section includes 'Principal/AP Attestation', 'Interim Position Attestation', 'APLDS Transcript Attestation', 'APLDS Early Literacy & Numeracy Attestation', and 'APLDS Evaluation Attestation'. The 'Upload APLDS Evaluation' section is active, showing a 'Upload Supporting Document' area with a 'Drag and drop files here or Browse' instruction. A 'Browse' button is visible. Below the upload area, it states: 'Supported file formats are *.pdf, *.png, *.jpeg, *.jpg, *.doc, *.txt, *.rtf, *.docx, *.xlsx, *.xls. Maximum file size limit is 10 MB per file. Password protected or encrypted file cannot be uploaded. Maximum upload limit is 5 file(s).' A 'Redo Section' button is also present. The top of the interface shows the user's name 'Hi Alfonso' and a 'Delete Application' button.

Review and Sign

1. Once your sections are complete, open **Review and Sign**, review your application, and sign.

The screenshot shows the 'APPLICATION WIZARD' interface for the Alabama Achieves Principal Act. The user is 'Alfonzo Frazier' with ID 'ADF-0109-3266', applying for a 'Principal Act' position. The application is currently in the 'Waiting Applicant' state. The wizard has two main sections: 'Configure the Application' and 'Provide Documentation', both marked as 'Complete'. Under 'Provide Documentation', there are sub-sections for 'Applicant Responsibility' (with 'Confirm Personal Data', 'Upload APLDS Transcript', and 'Upload APLDS Evaluation' all complete) and 'School System Responsibility' (with 'Principal/AP Attestation', 'Interim Position Attestation', and 'APLDS Transcript' all marked with an 'X'). The 'Applicant Acceptance & Signature' section is active, showing a list of terms and conditions. Below this, there is a checkbox for 'By checking this box, I agree to the above statements and submit my printed name as signature'. There are input fields for 'Name*' and 'Date*' (with a calendar icon and 'MM/DD/YYYY' format). A 'Redo Section' button is visible. At the bottom, there is a 'Submit' button.

After you complete your portion, the application moves to **Waiting Agency** while your LEA completes the required attestations. No further action is needed from you at that point.

Checking Status

1. Check the ACE Portal for updates on your application.
2. You will receive message updates in the **Message Center** of the ACE Portal.
3. If you have questions, please contact your employing school system.