

Principal Act Application Process

LEA Editor Responsibilities and Directions



Introduction

As the LEA Principal Act Editor, you review Principal Act eligibility for your school system, notify eligible principals and assistant principals, and complete the school-system attestations that finalize each application. This guide walks you through those responsibilities in ACE. More information about the Principal Act and APLDS program can be found at alabamaprincipals.org.

What's inside:

- [Terms](#) — key words and roles used throughout this guide.
- [Accessing ACE](#) — log in through AIM and open the Certification Dashboard.
- [Selecting the Principal Act Role](#) — switch into the Principal Act role for your system.
- [The Pending Principal Act List](#) — review eligible and ineligible principals/assistant principals.
- [Notifying Eligible Principals](#) — send notifications so they can start their applications.
- [Completing the Attestations](#) — complete the five school-system attestations.
- [Troubleshooting Tips](#) — common issues and how to resolve them.

Terms

- **ACE:** Alabama Certification for Educators. The online application system for Educator Certification.
- **AIM:** (aim.alsde.edu) The ALSDE Identity Management portal that houses educator services such as ACE, background checks, and profile information.
- **Principal Act Application:** The program that determines eligibility and processes stipends for Alabama principals and assistant principals. Eligibility is recalculated nightly from the Education Directory.
- **LEA:** Local Education Agency, also known as the school system.

- **LEA Principal Act Editor:** The LEA representative authorized to review Principal Act eligibility, notify eligible principals/assistant principals, and complete the school-system attestations. This is a *role* you select after logging in.
- **Role Selector:** The School System dropdown in the side menu. The tabs and lists you see change based on the role you select — *Principal Act* shows the Pending Principal Act list.
- **Eligible / Ineligible:** Each principal/assistant principal in your system is automatically classified for the Principal Act stipend based on certification and position data.
- **Hard to Staff:** An indicator on each principal/assistant principal row reflecting whether their school is designated hard-to-staff and eligible to receive the additional supplement.
- **Attestation:** A confirmation the LEA Principal Act Editor must complete on the application (the School System Responsibility section) before it can finish.
- **Action Required:** Applications on your dashboard that need the LEA Principal Act Editor to complete the attestations.

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.

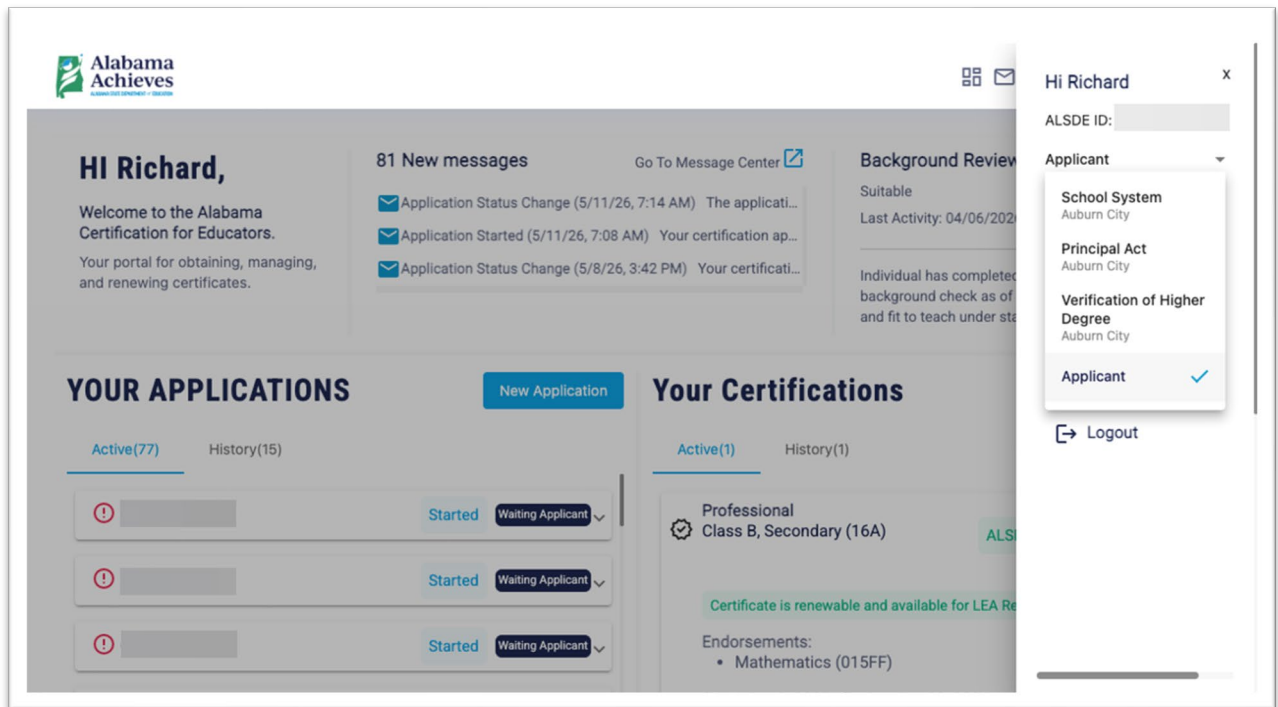
The screenshot shows the Alabama Principals' Certification Dashboard (ACE) for user Richard Aaron. The top navigation bar includes the Alabama Achieves logo, user name "Hi Richard", and a menu icon. The main content area is divided into several sections:

- Hi Richard, Welcome to the Alabama Certification for Educators.** A message stating: "Your portal for obtaining, managing, and renewing certificates."
- 92 New messages** with a link to "Go To Message Center". Three messages are listed:
 - Application Started (5/20/26, 1:55 PM) Your certification application 9GS7K05 started by Richard Aaron has been started...
 - Application Started (4/9/26, 4:14 PM) Your certification application V400CY6 started by Richard Aaron has been started. ...
 - Application Started (4/9/26, 3:56 PM) Your certification application VELFY6W started by Richard Aaron has been started. ...
- YOUR APPLICATIONS** section with a "New Application" button. It includes filters for "Active(34)", "Pending LEA Renewal", and "History(4)". There is a search bar, a "Sort By Start Date" dropdown, an "Export (34)" button, and filters for "User Name", "Approach Type", and "210 Day(s) Left".
- Summary cards for "In Process Applications(18)", "Action required(0)", and "Submitted to ALSDE(16)". Each card has a user icon and a dropdown menu labeled "(LEA)".

Selecting the Principal Act Role

The Principal Act features are only visible when you are acting in the **Principal Act** role for your system.

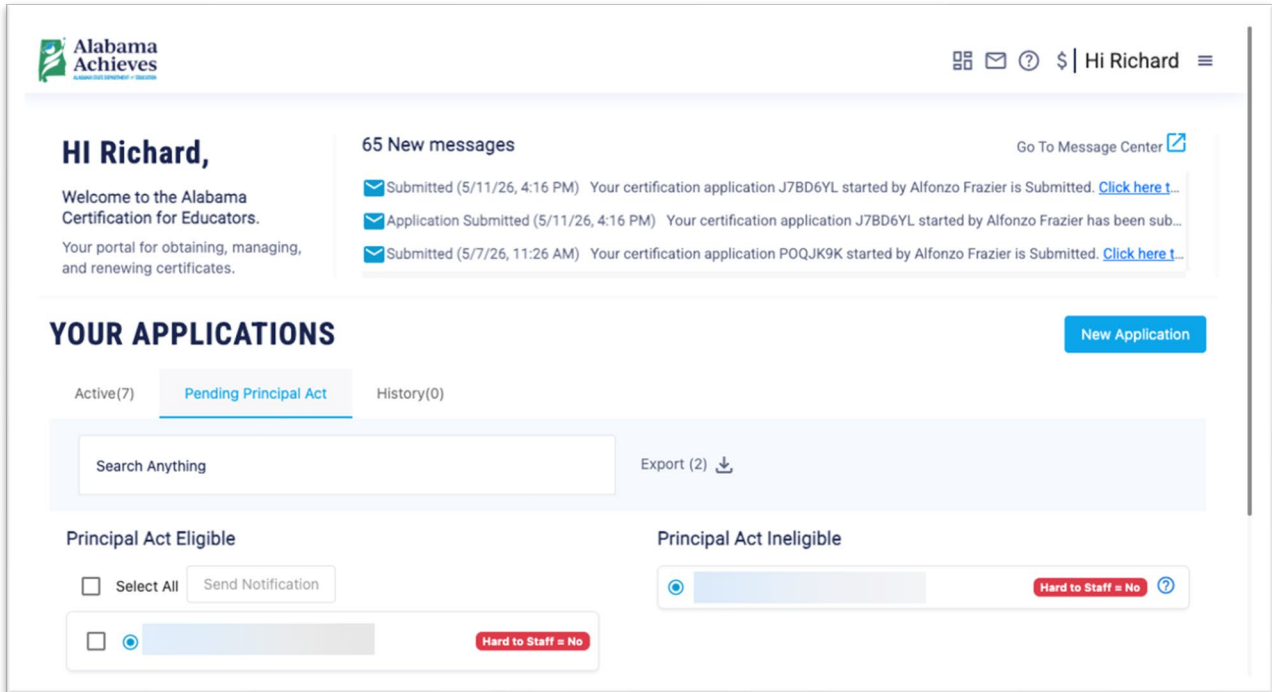
1. Click the **Menu** (☰) in the top-right corner.
2. In the side menu, open the **School System** dropdown.
3. Select **Principal Act** for your school system.



If you do not see a **Principal Act** option, your account is not assigned the Principal Act Editor role for this system. Contact ALSDE for assistance.

The Pending Principal Act List

After selecting the Principal Act role, a **Pending Principal Act** tab appears on your dashboard. Open it to review your system’s principals and assistant principals.



The list is split into two sections:

- **Principal Act Eligible** — principals/assistant principals who qualify for the stipend. Each row shows the name, ALSDE ID, and the **Hard to Staff** indicator.
- **Principal Act Ineligible** — principals/assistant principals who do not currently qualify. Select the help icon next to a name to see why.

Eligibility is recalculated nightly from the Education Directory. Recent position or certification changes may take a day to appear.

Notifying Eligible Principals

1. In the **Principal Act Eligible** section, check the box next to each principal/assistant principal you want to notify — or use **Select All**.
2. Selecting at least one eligible principal enables the **Send Notification** button.
3. Click **Send Notification** to notify the selected principals/assistant principals that they qualify and may complete their portion of the application.

The screenshot shows the Alabama Achieves web portal. At the top, the logo and user name 'Hi Richard' are visible. Below the header, there's a message section with '65 New messages' and a 'Go To Message Center' link. The main section is titled 'YOUR APPLICATIONS' and includes a 'New Application' button. Underneath, there are tabs for 'Active(7)', 'Pending Principal Act', and 'History(0)'. The 'Pending Principal Act' tab is selected. Below the tabs, there's a search bar and an 'Export (2)' button. The interface is divided into two columns: 'Principal Act Eligible' and 'Principal Act Ineligible'. In the 'Principal Act Eligible' column, there's a 'Select All' checkbox, a 'Send Notification' button, and a list of principals with checkboxes and a 'Hard to Staff = No' button. In the 'Principal Act Ineligible' column, there's a radio button, a list of principals, and a 'Hard to Staff = No' button.

Use **Export** to download the current eligible/ineligible list for your records.

Completing the Attestations

After a notified principal/assistant principal completes their portion (personal data and document uploads), the application appears on your dashboard under **Active** → **Action required**.

Alabama Achieves

Hi Richard,

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

65 New messages

Go To Message Center

Submitted (5/11/26, 4:16 PM) Your certification application J7BD6YL started by Alfonzo Frazier is Submitted. [Click here t...](#)

Application Submitted (5/11/26, 4:16 PM) Your certification application J7BD6YL started by Alfonzo Frazier has been sub...

Submitted (5/7/26, 11:26 AM) Your certification application POQJK9K started by Alfonzo Frazier is Submitted. [Click here t...](#)

YOUR APPLICATIONS [New Application](#)

Active(5) Pending Principal Act History(0)

Search Anything

User Name

Approach Type

210 Day(s) Left

Sort By Start Date

Export (5)

In Process Applications(0)

Action required(1)

Submitted to ALSDE(4)

No applications found.

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1. Open the application and click **Continue Application**.
2. Under **School System Responsibility**, complete each attestation in turn:
 - **Principal/Assistant Principal Definition Attestation**
 - **Interim Position Attestation**
 - **APLDS Transcript Attestation**
 - **APLDS Early Literacy & Numeracy Attestation**
 - **APLDS Evaluation Attestation**
3. For each attestation, read the statement, check the confirmation box, and select **Next**.

Principal/Assistant Principal Definition Attestation

The screenshot shows the 'APPLICATION WIZARD' interface for the 'Principal/Assistant Principal Definition Attestation' section. The left sidebar indicates that 'Configure the Application' is complete, and 'Provide Documentation' is in progress. Under 'School System Responsibility', 'Principal/AP Attestation' is selected. The main content area contains a checkbox for 'The applicant meets the law's definition of a principal or assistant principal.' Below this, definitions for 'Principal' and 'Assistant Principal' are provided. The 'Principal' definition states: '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.' The 'Assistant Principal' definition states: '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.' A 'Redo Section' button is located at the bottom right of the definitions. A 'Next' button is at the bottom left of the main content area.

Alabama Achieves

Start new Application +

Request Applicant Resubmit Deny Application Delete Application

Alfonzo Frazier ADE-0109-3266 Principal Act CFVMSW 30 Started Waiting Applicant

APPLICATION WIZARD

1 Configure the Application Complete

2 Provide Documentation In Progress

3 Review and Sign Pending

Applicant Responsibility

- Confirm Personal Data ✕
- Upload APLDS Transcript ✕
- Upload APLDS Evaluation ✕

School System Responsibility

- Principal/AP Attestation
- Interim Position Attestation
- APLDS Transcript Attestation
- APLDS Early Literacy & Numeracy Attestation
- APLDS Evaluation Attestation

Principal/AP Attestation School System Responsibility

☐ The applicant meets the law's definition of a principal or assistant principal.

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.

Redo Section

Next

Interim Position Attestation

The screenshot shows the 'APPLICATION WIZARD' interface for the 'Interim Position Attestation' section. The left sidebar indicates that 'Configure the Application' is complete, and 'Provide Documentation' is in progress. Under 'School System Responsibility', 'Interim Position Attestation' is selected. The main content area contains a checkbox for 'The applicant is not employed as an interim principal or assistant principal.' A 'Redo Section' button is located at the bottom right of the main content area. A 'Next' button is at the bottom left of the main content area.

Alabama Achieves

Start new Application +

Request Applicant Resubmit Deny Application Delete Application

Alfonzo Frazier ADE-0109-3266 Principal Act CFVMSW 30 Started Waiting Applicant

APPLICATION WIZARD

1 Configure the Application Complete

2 Provide Documentation In Progress

3 Review and Sign Pending

Applicant Responsibility

- Confirm Personal Data ✕
- Upload APLDS Transcript ✕
- Upload APLDS Evaluation ✕

School System Responsibility

- Principal/AP Attestation
- Interim Position Attestation
- APLDS Transcript Attestation
- APLDS Early Literacy & Numeracy Attestation
- APLDS Evaluation Attestation

Interim Position Attestation School System Responsibility

☐ The applicant is not employed as an interim principal or assistant principal.

Redo Section

Next

APLDS Transcript Attestation

The screenshot shows the Alabama Achieves Application Wizard interface. The left sidebar lists the steps: 1. Configure the Application (Complete), 2. Provide Documentation (In Progress), and 3. Review and Sign (Pending). Under step 2, the sub-steps are: Applicant Responsibility (Confirm Personal Data, Upload APLDS Transcript, Upload APLDS Evaluation), School System Responsibility (Principal/AP Attestation, Interim Position Attestation, APLDS Transcript Attestation, APLDS Early Literacy & Numeracy Attestation, APLDS Evaluation Attestation), and APLDS Transcript Attestation. The main content area shows the APLDS Transcript Attestation form with a checkbox for "The applicant's APLDS Clock Hour transcript from PowerSchool PL reflects at least 30 APLDS Clock Hours between June 1 and April 30 of the current school year." and a "Redo Section" button.

APLDS Early Literacy and Numeracy Attestation

The **APLDS Early Literacy & Numeracy Attestation** confirms the applicant's APLDS Clock Hour transcript from PowerSchool PL reflects APLDS-approved **early literacy** professional learning (for principals/assistant principals who serve grades K–3) and **early numeracy** professional learning (for those who serve grades K–5). If early literacy and numeracy professional learning does **not** apply to the applicant's assigned grade level(s), a **"Not Applicable"** version of this attestation is shown instead — confirm that it does not apply and select **Next**.

The screenshot shows the Alabama Achieves Application Wizard interface, specifically the APLDS Early Literacy & Numeracy Attestation step. The left sidebar is the same as the previous screenshot. The main content area shows the APLDS Early Literacy & Numeracy Attestation form with a checkbox for "The applicant's APLDS Clock Hour transcript from PowerSchool PL reflects APLDS-approved early literacy professional learning (if they serve grades K-3) and early numeracy professional learning (if they serve grades K-5)." and a "Redo Section" button.

APLDS Evaluation Attestation

The screenshot shows the 'APPLICATION WIZARD' interface for the Alabama Achieves APLDS Evaluation Attestation. The wizard has three main 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', 'Upload APLDS Transcript', and 'Upload APLDS Evaluation', all marked with an 'X' icon. 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 'APLDS Evaluation Attestation' item is currently selected. A checkbox below the 'School System Responsibility' section indicates that the applicant has completed all steps of the APLDS Evaluation System in the AIM Teaching Effectiveness application. The interface also includes a 'Start new Application' button, a 'Request Applicant Resubmit' button, a 'Deny Application' button, and a 'Delete Application' button. The user is logged in as 'Hi Richard'.

The applicant's sections (Confirm Personal Data, Upload APLDS Transcript, Upload APLDS Evaluation) are shown as read-only — your responsibility is to complete the four attestations. Select the APLDS Transcript and Evaluation items under Applicant Responsibility to view the uploaded documentation to confirm applicant uploaded acceptable documentation. Once all attestations are complete, the application proceeds to Review and Sign.

Troubleshooting Tips

- **No “Pending Principal Act” tab:** Confirm you selected the **Principal Act** role in the School System dropdown (side menu). The tab only appears in that role.
- **A principal/assistant principal is missing from the list:** Verify they are assigned to your system in the Education Directory.
- **Eligibility looks wrong:** Eligibility recalculates nightly. Recent changes may take a day to reflect. Use the help icon in the Ineligible list to see the specific reason.
- **Send Notification is greyed out:** Select at least one eligible principal/assistant principal first.
- **Application not in Action required:** The principal/assistant principal must complete his/her portion (personal data + uploads) before the attestations become available to you.