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TEACHERS IN ALABAMA,

WITH

RULES AND INSTRUCTIONS OF STATE  
BOARD OF EXAMINERS.

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JOHN W. ABERCROMBIE,

SUPERINTENDENT OF EDUCATION.

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## AN ACT

To Establish a Uniform System for the Examination and Licensing of Teachers of Public Schools.

SECTION 1. *Be it Enacted by the General Assembly of Alabama*, That there shall be constituted a State Board of Examiners, to be composed of the Superintendent of Education, who shall be the president of the board, and two other persons, to be appointed by him, who shall be teachers of extensive experience and recognized ability. The term of office of said board shall be co-equal with that of the Superintendent of Education.

SEC. 2. *Be it further enacted*, That the said State Board of Examiners shall meet during the first month of each scholastic quarter and shall prepare questions for the examination of teachers for the current quarter.

SEC. 3. *Be it further enacted*, That the President of the State Board of Examiners shall cause lists of the questions so prepared to be printed, and shall, on or before the 15th day of the second month of each scholastic quarter, send to each County Superintendent of Education in the State a sufficient number of the lists of questions so prepared and printed for the conducting of the examinations in their respective counties as hereinafter provided; and the questions so sent shall be inclosed in a sealed envelope, on the back of which shall be plainly written or printed the words "Questions for the Examination of Teachers." The seal of said envelope shall not be broken except as hereinafter provided.

SEC. 4. *Be it further enacted,* That the first Monday of the last month in each scholastic quarter in which the examination is appointed shall be and the same is hereby appointed for the examination of teachers, and no examination of any teacher shall be held at any other time, provided, however, that the said examination may be continued from day to day for two consecutive days if such continuance shall be necessary for the completion of the work of examination; but no examination shall be begun on any other day than the first day mentioned in this section.

SEC. 5. *Be it further enacted,* That said examination shall be conducted by the County Superintendent of Education, or, if he shall be unable, by reason of sickness or other unavoidable necessity, to conduct the same, then by some other competent person appointed for that purpose by him. Said examination shall begin at ten o'clock a. m. of the day appointed by section four of this act, at which hour the County Superintendent or other person appointed to conduct the examination, shall, in the presence of the applicants for examination, break the seal of the envelope containing the lists of questions, and shall distribute the questions among the applicants. All the applicants shall undergo the examination in the same room, and in sight of the County Superintendent of Education or other person appointed to conduct the examination.

SEC. 6. *Be it further enacted,* That each applicant for examination shall, before entering upon the examination, deposit with the County Superintendent of Education or other person appointed to conduct the examination, an examination fee as follows: An applicant for a third grade certificate,

a fee of one dollar ; an applicant for a second grade certificate, a fee of one and one-half dollars ; and an applicant for a first grade certificate, a fee of two dollars. Provided that the fees received for the examination of teachers shall be paid into the State treasury and appropriated to the support of the common school fund, and the Assistant Examiners shall receive five dollars per day for the time they are conducting the examinations of teachers under this Act to be paid by the State Treasurer upon the Auditor's warrant ; and no salary shall be paid these examiners under this act for more than two hundred days in any one year ; the County Superintendents shall receive five dollars a day when actually engaged for not more than ten days in any one year.

SEC. 7. *Be it further enacted*, That teachers on examination shall not be permitted to sit near enough to each other to read each other's papers, and no teacher on examination shall receive any assistance from any person, or by reference to any book, map, or chart, or from any other source, and no person shall be licensed to teach who shall endeavor to procure any such assistance. And each teacher so examined shall, upon the completion of his examination, sign a statement that he has not received any assistance in said examination from any source ; which statement shall be kept on file by the County Superintendent of Education.

SEC. 8. *Be it further enacted*, That unless the applicant is known to the County Superintendent of Education or other person appointed to conduct the examination, to be of good moral character, or shall make satisfactory proof of the same, which

proof shall be in writing, he shall not be admitted to examination. Any one who habitually uses profane language or intoxicants shall be deemed of immoral character.

SEC. 9. *Be it further enacted,* That there shall be three grades of teachers' certificates, besides the life certificate hereinafter provided, to be known as certificates of the first, second, and third grades, each of which must show the branches in which the holder has been examined, and his relative attainments therein; and every teacher in the public schools must obtain a certificate in one of such grades; but in no case shall an applicant for a certificate receive the same who fails to answer seventy per cent. of the questions propounded in each branch.

SEC. 10. *Be it further enacted,* That applicants for third grade certificates shall be examined in the following branches: Orthography, reading, penmanship, grammar, practical arithmetic through fractions, primary geography, and the elementary principles of physiology and hygiene; and applicants for second grade certificates shall be examined in all the foregoing branches, and also in practical arithmetic, history of Alabama, history of the United States, English grammar and composition, and intermediate geography; and applicants for first grade certificates shall be examined in all the foregoing branches and also in algebra, natural philosophy, geometry, the school laws of Alabama, and theory and practice of teaching.

SEC. 11. *Be it further enacted,* That in all examinations under this act the answers shall be written on legal cap paper with pen and ink. The subject or branch shall be plainly written at the top of the



page, and the answers shall be numbered to correspond with the questions.

SEC. 12. *Be it further enacted,* That when an applicant shall have completed his examination he shall write his name and address on each paper of the same and deliver the same to the County Superintendent of Education or other person appointed to conduct the examination, who shall inclose the papers of each applicant in a separate envelope, together with his certificate of the good moral character of the applicant or the written proof of the same, on which he admitted the applicant to examination, and shall transmit the same to the Secretary of the State Board of Examiners, without delay.

SEC. 13. *Be it further enacted,* That the State Board of Examiners shall examine the papers coming to it under the provisions of the preceding section, as expeditiously as possible, and shall mark upon each paper the teacher's grade in that branch according to the correctness or approximate correctness of the answers, and if, upon such examination, it appears that the applicant is entitled to receive a certificate, the Secretary of the Board shall prepare a certificate in conformity with section 9 of this act. Said certificate shall be signed by the Secretary of the State Board of Examiners and the Superintendent of Education, and shall be transmitted to the teacher entitled to the same.

SEC. 14. *Be it further enacted,* That all examination papers shall be kept on file in the office of the Superintendent of Education, subject to public inspection, for one year.

SEC. 15. *Be it further enacted,* That certificates granted under the provisions of this act shall

entitle their holder to teach in the public schools of any county in this state for the following periods of time: A third grade certificate, two years; a second grade certificate, four years; and a first grade certificate, six years, from the date of issuance of the same.

SEC. 16. *Be it further enacted*, That no teacher shall be granted either a third grade or a second grade certificate more than twice.

SEC. 17. *Be it further enacted*, That whenever any teacher applying for a certificate shall make proof that he has been engaged for ten years in teaching under first grade certificates, which proof the County Superintendent of Education shall transmit to the State Board of Examiners, and shall show a high degree of proficiency and professional attainment, such teacher may be granted a life certificate, signed as prescribed for other certificates; *Provided*, that any teacher holding a life certificate shall forfeit the same by leaving off the business of teaching for five consecutive years.

SEC. 18. *Be it further enacted*, That the Superintendent of Education shall have the power, and it is hereby made his duty to revoke the certificate of any teacher who shall be guilty of immoral conduct, or unbecoming or indecent behavior.

SEC. 19. *Be it further enacted*, That the Secretary of the State Board of Examiners is hereby required to keep a register of all the teachers examined and licensed under this act, showing the name and post office address of each teacher, and the date and grade of his certificate, and keep same on file in office of State Superintendent of Education.

SEC. 20. *Be it further enacted*, That all laws and

parts of laws in any way conflicting with the provisions of this act be and the same are hereby repealed.

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## RULES OF THE STATE BOARD OF EXAMINERS.

(These Rules are Based on the Attorney General's Interpretation of the Law.)

First. Teachers who hold life certificates from State Normal Colleges, authorized by their charters to issue such certificates, are not subject to examination.

Second. Teachers in school districts, specially authorized by their charters to examine their teachers, are not subject to examination.

Third. Teachers in State schools, acting under special charters giving exclusive control of such schools to their boards of trustees, are not subject to examination, unless the schools shall receive township or district funds, in which case those who teach any of the common school branches and those who share in the distribution of the township or district funds shall procure a certificate.

Fourth. All teachers holding unexpired certificates granted under the old general law, and all teachers not exempted by Rules 1, 2 and 3 are subject to examination.

Fifth. All graduates from chartered institutions except those exempted by Rules 1, 2 and 3 are subject to examination.

Sixth. Applicants for first or second grade certificates failing to make the necessary percentage to obtain a certificate in the grade applied for, but

making the requisite percentage in the branches required for a lower grade certificate, may be granted such lower grade certificate.

Seventh. Teachers who procure a low grade certificate may apply for a higher grade certificate at any subsequent examination; but must take the full examination of the grade for which they apply.

Eighth. Teachers who have taught ten years under a first grade certificate in Alabama, and who shall show a high degree of proficiency and professional attainment, may be granted a first grade certificate for life. The proof of time taught shall be furnished the State Board of Examiners, through the County Superintendent, and may be made as follows:

First. By exhibiting to the State Board of Examiners their former licenses.

Second. By certificate of any member of the examining boards issuing said licenses.

Third. By certificates from the Superintendents of the counties in which such licenses were issued.

Fourth. By affidavit from the applicant that he has held a first grade license for ten years.

Fifth. In cases where, for any reason, the law has not been enforced, and the teacher was clearly entitled to a first grade license under the law, such proof may be made by the certificate of three reputable persons having knowledge of the facts.

#### PROOF OF PROFICIENCY AND PROFESSIONAL ATTAINMENT.

An applicant for a life certificate, as evidence of proficiency and professional attainments, shall, at the time of the regular examination, through the

County Superintendent, furnish to the State Board of Examiners :

First. A sketch not exceeding five hundred words in length, of his school work the last ten years.

Second. A thesis on some subject pertaining to the theory and practice of teaching, not exceeding six hundred words in length. The subject for said thesis shall be assigned by the State Board of Examiners as questions are assigned to other applicants.

Third. Testimonials from three educators of recognized standing that he has a good character, and has shown a high degree of proficiency and professional attainment.

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### INSTRUCTIONS REGARDING EXAMINATION LAW.

Examinations will be held in each county of the State on the first Monday in March, June, September and December. and may continue two days. Examinations will be held at no other time.

1. It is the duty of the State Board of Examiners to prepare questions and furnish them to County Superintendents, to examine and grade the papers and to issue certificates to teachers.

2. On the day set for the examination, the County Superintendent shall at 10 o'clock a. m., in the presence of the applicants, break the seal of the package containing the questions. He shall conduct the examination in person, unless he shall be unable to do so by reason of sickness or other unavoidable necessity, in which case the examina-

tion shall be conducted by some competent person appointed by him. All applicants shall undergo the examination in the same room, and in sight of the Superintendent or other person appointed by him to conduct the examination. (Two rooms with connecting door or doors may be used). The sum of five dollars per day is allowed each County Superintendent for conducting the examination.

3. No applicant shall sit near enough to another to read his paper. No applicant that receives or endeavors to procure assistance from any source will be granted a certificate, and it is the duty of the County Superintendent or other person appointed to conduct the examination to advise the State Board of Examiners if this rule is violated.

4. Unless the applicant is known to the County Superintendent of Education to be of good moral character, he shall make satisfactory proof of the same in writing and without such proof he shall not be admitted to examination. Any one who habitually uses profane language or intoxicants is, by the law, deemed of immoral character. The proof submitted by the applicant or the County Superintendent's certificate must accompany the examination report.

5. When the examination is completed, each applicant shall sign a certificate that he has neither given nor received any assistance in the examination; which statement shall be kept on file by the County Superintendent.

6. Answers must be written on legal cap paper with pen and ink. (All stationery to be furnished by the applicant.) That the paper in each county may be uniform in size, color, quality, etc., each County Superintendent is advised to procure a

supply and furnish it to teachers at a reasonable price.

The subject or branch must be plainly written at the top of the page, and each answer numbered to correspond with the question. On each paper of his examination the applicant must write his name and address. When the examination is completed the County Superintendent must immediately forward the papers to the Secretary of the State Board of Examiners, at Montgomery. The papers of each applicant must be in a separate envelope and sealed, on which should be written his name, address and color. County Superintendents will be allowed to deduct from fees received the amounts necessary to send papers to Secretary of Board.

7. Applicants shall, before starting upon the examination, deposit with the County Superintendent or other person appointed to conduct the examination, fees as follows: For third grade, one dollar; for second grade, one and one-half dollars; for first grade, two dollars; for life certificate, two dollars. The fees shall be paid into the State Treasury to the credit of the public school fund.

8. Four grades of certificates will be issued, viz: First, Second, Third and Life. A third grade certificate is good for two years; a second for four years; a first for six years; a life for life. Third and second grade certificates will be issued to the same teacher but twice. Life certificates will be issued under Rule 8.

9. Applicants for third grade certificates will be examined on the following branches: Orthography, reading, penmanship, grammar, practical arithmetic through fractions, primary geography, and the elementary principles of physiology and hygiene;

applicants for second grade certificates will be examined in all the foregoing branches, and also in practical arithmetic, history of Alabama, history of the United States, English grammar and composition, and intermediate geography; applicants for first grade certificates will be examined in all the foregoing branches, and also in algebra, natural philosophy, plane geometry, school laws of Alabama, and the theory and practice of teaching.

10. The examination in penmanship will be of such a nature that a teacher who is familiar with any system can take it.

11. Letters or papers of any other character should not be enclosed with answer papers.

12. Applicants who are absent at the beginning of the examination must not be admitted to the examination.

13. Superintendents shall distribute questions on a given subject to all applicants at the same time, and no other questions shall be distributed until all who are answering these questions shall have completed and turned in their papers. For instance, the third grade orthography papers will be distributed, and no other third grade questions will be distributed until all third grade applicants have completed orthography. So with the other grades. Superintendents can set the time to be allowed for each subject. This schedule must be so arranged, however, that the entire examination can be completed in two days. If an applicant absents himself from the room before any subject is completed he will hand in his paper on that subject, which will be his examination.

14. No question prescribed by the State Board of Examiners shall be set aside, nor shall queries



regarding the interpretation of questions be answered by the County Superintendent or Examiner.

15. In case the County Superintendent wishes to take the examination, he will appoint some other competent person to conduct the examination, and this person so appointed shall have all the powers and duties of the County Superintendent as to collecting fees, papers, etc., and returning the answer papers to the secretary of the State Board of Examiners. It is suggested whenever a County Superintendent takes the examination, either for a grade or life certificate, that he have nothing to do with the papers, but that he turn the matter over entirely to the person he appoints to conduct the examination.

16. The Board of Examiners suggests that white and colored teachers be examined in separate rooms, with connecting doors, if possible.

17. It will be necessary in a majority of counties for the County Superintendent to procure a room with desks for the purposes of the examination. The school buildings or other suitable places can be easily obtained for this purpose.

18. County Superintendents will examine the credentials of all graduates of Normal schools, and if they come under the provisions of Rule 1 of the State Board of Examiners, examinations will not be required, nor will it be necessary to issue them a certificate. The names of Normal graduates who are exempt under Rule 1 will be sent to the secretary of the State Board of Examiners in separate envelopes when the answer papers are sent in. If their names are not on the register on file, estimated amounts for them on pay-rolls will not be approved. The following Normal Schools are authorized by their charters to issue life

certificates, but all diplomas from them are not life certificates; Florence Normal, Troy Normal, Jacksonville Normal, Livingston Normal and Montgomery Normal for colored students. County Superintendents will also send to the secretary of the State Board of Examiners the names of all teachers in separate school districts who are exempt from examination under Rule 2 of the State Board of Examiners, where these districts draw their funds through them.

19. Under the law, assistants as well as Principals will have to procure certificates, and County Superintendents are urged to see that no Principal draws public money unless all his assistants who teach common school branches have certificates. This department will not approve payrolls for Principals unless the names of their assistants are on the register on file in the department of education.

20. County Superintendents will give notice through the county press, or in some other way, of the time and place at which the examinations will be had.

21. When the examinations are completed County Superintendents or other persons appointed to conduct the examinations will certify to this department the length of time consumed in the examinations, which, in no case, can be more than two days, and Auditor's warrants will be mailed for the amounts due them.

22. If it should happen that not enough papers on any subject have been sent, County Superintendents, or other persons appointed to conduct the examinations, will allow the papers to be passed among the applicants.

#### STATE BOARD OF EXAMINERS :

JOHN W. ABERCROMBIE, President,  
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