

REQUIREMENTS FOR  
**EMERGENCY TEACHING, K – 12 CERTIFICATE**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

*THE CERTIFICATE IS VALID ONE (1) SCHOOL YEAR OR PART THEREOF AND EXPIRES ON THE FOLLOWING JULY 1. EFFECTIVE SEPTEMBER 25, 2006, AN EMERGENCY TEACHING CERTIFICATE SHALL NOT BE ISSUED MORE THAN THREE (3) TIMES TO AN INDIVIDUAL. THE CERTIFICATE ENTITLES THE HOLDER TO ENTER INTO A TEACHING CONTRACT AND TEACH ONLY IN THE DISTRICT THAT VERIFIES AN EMERGENCY EMPLOYMENT SITUATION EXISTS. EMERGENCY TEACHING CERTIFICATES SHALL BE ISSUED FOR EARLY CHILDHOOD, ELEMENTARY, SECONDARY, ARTS, AND SPECIAL EDUCATION CERTIFICATES AND THE REQUIRED ENDORSEMENTS OF READING SPECIALIST, BILINGUAL, ENGLISH AS A SECOND LANGUAGE AND GIFTED. APPLICANTS THAT WERE ISSUED AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE ARE NOT ELIGIBLE TO OBTAIN AN EMERGENCY CERTIFICATE FOR THE SAME TYPE OF CERTIFICATE. ALL REQUIREMENTS FOR THE EMERGENCY TEACHING CERTIFICATE MUST BE MET. FEES ARE NOT REFUNDABLE. PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE CERTIFICATION DEPARTMENT OF ANY CHANGE OF ADDRESS WITHIN 30 DAYS. ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.*

➤ **INITIAL ISSUANCE OF EMERGENCY TEACHING CERTIFICATE**

Requirements for the initial issuance of an Emergency Teaching Certificate are:

1. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) required.
2. Completed Request Form for Issue of Emergency Teaching Certificate signed by the school district superintendent verifying the area an emergency employment situation exists.
3. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.

**- OR -**

  - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

*NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
4. Completed request with a \$60 money order, cashiers check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). **Cash will not be accepted.**

➤ **RE-ISSUANCE OF EMERGENCY TEACHING CERTIFICATE**

Requirements for each re-issuance of Emergency Teaching Certificate are:

1. Completed Request Form for Issue of Emergency Teaching Certificate signed by the school district superintendent verifying the area an emergency employment situation exists.
2. **Official transcripts showing 6 semester hours of education courses completed since the last issuance of the emergency teaching certificate.**
3. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.

**- OR -**

  - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

*NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
4. Completed request with a \$60 money order, cashiers check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). **Cash will not be accepted.**



**To qualify for a re-issuance of this Emergency Teaching Certificate, you must complete 6 semester hours of education coursework, on official transcripts, during the valid period of this Emergency Teaching Certificate.**

