

# Teaching Intern Certificate Fast Facts

1. Upon meeting the State Board Rule R7-2-612 requirements, **the Teaching Intern Certificate is issued and mailed or given to the intern candidate**. A copy will be sent to the district and university/college.
2. Teaching Intern Certificates are not portable, so they are to be used only in the district requesting it.
3. Intern teacher's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.
4. Intern teachers are not eligible to change districts. Schools may change if there is a reduction in positions but intern teachers **MUST** be placed in the same grade/content as indicated on the certificate as per State Board Rule R7-2-612.
5. Districts should notify ADE regarding Reduction In Force if teaching interns are affected.
6. On a case by case basis, intern teachers are eligible to change teacher preparation programs/university/college but **must** meet the guidelines and required coursework for Extension of the Teaching Intern certificate.
7. **Four semesters** of student teaching with university supervisor evaluations **MUST** be completed even if program coursework is completed prior to two years in the teacher preparation program. This requirement excludes anyone teaching under the Teaching Intern Certificate to participate in a dual certification program. *NO exceptions*.
8. The teaching intern certificate cannot be used to complete an education program already in progress. Acceptance of prior education coursework for participation in the Teaching Intern Certificate will be determined on a case by case basis by the university/college.
9. **First year** teaching intern certificate requirements must be met as per State Board Rule R7-2-612 (E) prior to the initial date of issuance, in order for an **extension** of the Teaching Intern Certificate to be approved. *NO exceptions*
10. Teaching intern certificate **is not valid** for the second year if extension application has not been made and approved. Therefore intern teacher **cannot** participate in intern program or be in the classroom.
11. **Second year** teaching intern certificate requirements are:
  - Sign up for Professional Knowledge portion of the AEPA in the first semester of 2<sup>nd</sup> year of teaching intern certificate to allow time for processing before expiration of intern certificate.
  - Issuance of institutional recommendation (IR) by university/college documenting successful completion of 2 year state board approved teacher preparation program with four semesters of student teaching, IHE official's signature and given to teaching intern to complete reverse side which is provisional application.
  - Submit provisional teaching certificate application with the IR, passing score on Professional Knowledge portion of the AEPA and a \$90 check **prior to expiration** of teaching intern certificate for provisional teaching certificate and full SEI endorsement. *NO exceptions*.
  - Provisional teaching certificate will be issued for two years.
12. **Always** allow processing time for your teaching intern certificate when submitting documents to the Arizona Department of Education.
13. Intern teachers are employees of the district and must follow district policy.
14. Intern teachers will be evaluated by site principal who follows beginning teacher guidelines and be provided a **grade/content area mentor** located at same school.