



## Transition To Teaching Teaching Intern Program Teaching Intern Certificate Stakeholder Responsibilities

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*Responsibilities of the Local Education Agency, Institutions  
of Higher Education, Teach for America, and the Intern*

### **Local Education Agency (Year One)**

- Enter into a signed agreement with the IHE (and Teach for America if applicable)
- Principal interviews potential intern candidate and issues an Official Verification Form to the candidate indicating grade level/content assignment and school
- Human Resource Director will confirm and sign the Official Verification Form listing grade level/content assignment and school
- HR Director will provide intern with a Teaching Intern Certificate (TIC) Requirement Acknowledgement Form to ensure he/she understand the teaching intern program for his/her signature
- HR Director will verify that the candidate has a passing score on the appropriate content portion of the AEPA for the subject he/she is assigned to teach
- Identify a district mentor for the intern at same school and grade level/content
- Maintain a copy of Teaching Intern Certificate issued to teaching intern in their file
- Intern candidate's placement **must** remain in the same grade/content teaching assignment throughout the two year program
- If the candidate leaves the program, then it becomes an employment issue as to conditions of continuing employment

### **School Administrator (Year One)**

- Conduct formative and summative evaluations using district evaluation instrument to ensure teaching intern candidate is making progress and receiving support
- Assign identified district mentor and grade/content mentor to appropriate teaching intern candidate – grade/content mentor will be located in same school
- If it becomes necessary to place teaching intern candidate on an Teacher Learning Plan, follow district policy for beginning teacher support and share information with IHE mentor/supervisor in order that additional support can be provided through IHE teacher preparation program
- Contact IHE advisor if candidate is not making progress on Teacher Learning Plan and conduct a meeting with candidate, district alternative path to certification coordinator, IHE advisor and Teach For America advisor, if applicable to determine course of action.

### **Local Education Agency (Year Two)**

- Provide intern candidate with a letter from the Human Resource Director indicating full-time contracted employment listing same grade level/content assignment in order to apply for extension of teaching intern certificate
- Intern candidate's placement **must** remain in the same grade/content area teaching assignment throughout the two year program.
- Review teaching intern candidate information on ADE certification page to ensure that application for extension of the teaching intern certificate has been made
- Teaching intern certificate **is not valid** for the second year if extension application has not been made and approved-therefore candidates cannot participate in the teaching intern program or be in the classroom
- Identify a district mentor for the intern
- Maintain a copy of the Extension Teaching Intern Certificate issued to the candidate
- Contact teaching intern candidate as a reminder to sign up for Professional Knowledge portion of the AEPA exam during 1<sup>st</sup> semester to ensure ample time to pass and receive results **prior** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***
- If the candidate leaves the program, then it becomes an employment issue as to conditions of continuing employment.

### **School Administrator (Year Two)**

- Continue beginning teacher support
- Intern candidate's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Assign identified grade/content mentor to appropriate teaching intern candidate – grade/content mentor will be located in same school

### **Institution of Higher Education (Year One)**

- Enter into a written agreement with the school district (Memorandum of Understanding) and Teach for America, if applicable
- Accepts the Official Verification Form from intern to determine school district placement
- Enroll intern in appropriate program and complete/sign Official Verification Form
- Keep a copy of TIC Requirement Acknowledgement Form for student file
- Identify a college supervisor to evaluate and support the candidate
- On-going formative and summative evaluations throughout the two year program
- Review required documents with intern which include: application, fingerprint clearance card, passing score on AEPA, Official Verification Form, TIC Requirement Acknowledgement Form and \$60 fee in check or money order
- Obtain a copy of the Teaching Intern Certificate ADE, if required for IHE file

### **Institution of Higher Education (Year Two)**

- Contact teaching intern to complete Extension of Teaching Intern Certificate application
- Submit an individual letter indicating that the candidate is enrolled, making satisfactory progress in the teacher preparation program, completed SEI requirements and required coursework – Do not send a generic letter with program coursework listed
- Teaching intern certificate ***is not valid*** for the second year if extension application has not been made and approved-therefore candidates cannot participate in the teaching intern program or be in the classroom
- Intern candidate's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Contact teaching intern candidate as a reminder to sign up for Professional Knowledge portion of the AEPA exam during 1<sup>st</sup> semester to ensure ample time to pass and receive results ***prior*** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***
- Obtain a copy of the Extension of the Teaching Intern Certificate ADE.
- Identify a college supervisor to evaluate and support the candidate
- On-going formative and summative evaluations
- Contact teaching intern candidate as a reminder to sign up for Professional Knowledge portion of the AEPA exam during 1<sup>st</sup> semester to ensure ample time to pass and receive results ***prior*** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***

### **Institution of Higher Education (End of Year Two)**

- Upon successful completion of the teacher preparation program, issue the candidate an Institutional Recommendation (IR) to verify completion of a State-Board Approved Teacher Preparation Program
- Check that Teaching Intern checklist is complete with intern and have intern submit provisional teaching certificate application, IR, passing score on Professional Knowledge portion of AEPA exam, and \$90 fee to ADE for Provisional teaching certificate and full SEI endorsement.

### **Teach for America (Year One)**

- Enter into a written agreement with the school district and the IHE
- Candidates will submit teaching intern certificate applications with required documentation and \$60 fee for issuance of the Teaching Intern Certificate to Transition to Teaching Director, at ADE, as listed above.
- Notify the Department of Education and IHE within 30 business days if a candidate leaves the “Teach for America” Program
- Submit candidate retention data to the Arizona Department of Education at the close of year one

### **Teach for America (Year Two)**

- Candidates will submit application for extension of the Teaching Intern Certificate with required documentation for extension of the Teaching Intern Certificate
- Teaching intern certificate ***is not valid*** for the second year if extension application has not been made and approved-therefore candidates cannot participate in the program or be in the classroom
- Intern candidate's placement ***must*** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Notify the Department of Education and IHE within 30 business days if a candidate leaves the "Teach for America" Program
- Monitor student success on the Professional Knowledge portion of the AEPA by having them sign up for Professional Knowledge portion of the AEPA exam during 1<sup>st</sup> semester to ensure ample time to pass and receive results ***prior*** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***
- Submit candidate retention data to the Arizona Department of Education at the close of year two
- Assist candidate in applying for Provisional Certification (at completion of the teacher preparation program)
- Candidate will submit the Institutional Recommendation with the Provisional Teaching Certificate application, AEPA Professional Knowledge passing score and \$90 fee to ADE for Provisional teaching certificate and full SEI endorsement.

### **Candidate (Year One)**

- Meet the requirements for initial issuance of the Teacher Intern Certificate (See Teaching Intern process check list page.)
- Schedule Interview with school district and fill out employment application
- Upon receiving an offer for a teaching contract, intern will receive, from principal, and sign the Official Verification Form
- Present the Human Resource Director with the Official Verification Form for confirmation and required signature- Keep a copy of this document
- Read and sign the TIC Requirement Acknowledge Form presented by HR Director to ensure understanding of the teaching intern program – Keep a copy of this document
- Present university/college with the Official Verification and TIC Requirement Acknowledge Forms from the school district
- Review required documents with university/college which include: application, fingerprint clearance card, passing score on AEPA, Official Verification Form, TIC Requirement Acknowledgement Form and \$60 fee in check or money order.
- Submit Teaching Intern Certificate application with required documents and \$60 fee in check or money order to ADE - certificate will be issued to teaching intern candidate
- Teaching intern candidate ***cannot*** teach in the classroom without teaching intern certificate
- Intern candidate's placement ***must*** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Intern candidate ***must*** begin coursework and student teaching class as soon as the teaching intern certificate is issued in order to be able to extend their teaching intern certificate for the second year. **NO EXCEPTIONS.**

### **Candidate (Year Two)**

- Meet the requirements for Extension of the Teacher Intern Certificate. (See Teaching Intern process check list page.)
- Submit Extension of Teaching Intern Certificate application with required documents to ADE, certificate will be issued to teaching intern.
- Intern candidate's placement **must** remain in the same grade/content area throughout the two year program.
- Professional Knowledge AEPA exam **must** be taken and it is recommended that the AZ & US Constitution requirements completed, too, during 1<sup>st</sup> semester to ensure ample time to pass and receive results **prior** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***

### **Candidate (End of Year Two)**

- Submit Institutional Recommendation with Provisional Teaching Certificate application, from IHE, passing score on Professional Knowledge portion of the AEPA and a \$90 check or money order for Provisional Teaching Certificate and full SEI endorsement **prior** to expiration of Teaching Intern Certificate ***NO Exceptions will be made.***