



## Transition To Teaching Teaching Intern Program Teaching Intern Process Checklist

***Please follow the steps below in the order shown, when completing the teaching intern process for the first and the second year.***

### **Year One - Teaching Intern Certificate Steps:**

1. AEPA: Sign up and take the 'Subject Knowledge' exam. [www.aepa.nesinc.com](http://www.aepa.nesinc.com)
2. Apply for a Fingerprint card – AZ Department of Public Safety
3. Order official university/college transcripts showing degree conferred.
4. Upon receiving passing AEPA score, contact school district to check on openings/set up interviews.
  - Attach AEPA passing score to application and take to interview, to show 'highly qualified' status.
5. District will provide the following documents for candidate to read and sign for understanding of the teaching intern program, if they offer a teaching position:
  - Official Verification Form (Intern, HR Director and principal signature)
  - Teaching Intern Requirement Acknowledgement Form (Intern signature)

***All signatures MUST be in BLUE ink.***

6. Intern will take original district-provided forms to university/college that is partnered with the hiring school district, along with the documents listed above.
7. University/college, who has an agreement with the district, will review, approve, and sign official verification documents for enrollment into 2-year teacher preparation program.
8. University/college will review required documents with intern which include: application, fingerprint clearance card, AEPA passing score report, signed Official Verification Form, signed TIC Requirement Acknowledgement Form and a \$60 check or money order.

9. Bring completed application, \$60 check or money order, for approval, to AZ Department of Education's Transition to Teaching Director.
10. Upon approval, teaching intern certificate will be issued to 'teaching intern' and intern will provide a copy to district and university/college immediately.
11. Teacher intern is aware that program is to be completed within the 2-year timeline of the teacher intern certificate. No stopping and starting of the program is allowed as per State Board of Education Rule R7-2-612.

### **Year Two**

1. University/college letter verifying satisfactory completion of required coursework.
2. Official university/college transcripts.
3. Letter of 'Intent to Hire' or contract *indicating grade level/content assignment* from district for next school year.
4. No fee to extend certificate.
5. Fill out 'Extension of Teacher Intern Certificate' application.
6. Bring application and above documents for approval, to AZ Department of Education's Transition to Teaching Director.
7. Professional Knowledge AEPA exam must be taken, and it is recommended that the AZ & US Constitution requirements be completed, too, during the first semester of second year to ensure ample processing time for the provisional teaching certificate **prior** to expiration of teaching intern certification.

### **Application for Provisional Teaching Certificate**

1. Upon completion of 2-year preparation program, university/college will issue an 'Institutional Recommendation' for provisional teaching certificate.
2. Complete 'Provisional Teaching Certificate' application on the back of the Institutional Recommendation.
3. Bring \$90 check or money order for the provisional teaching certificate and full SEI endorsement.
4. Bring application and above documents for approval, to AZ Department of Education's Certification department to receive 'Provisional' teaching certificate.

### **Note:**

Provisional teaching application **MUST** be made **prior** to the expiration of the Teacher Intern Certificate.

**NO EXCEPTIONS** or appeals can be made, as per Arizona State Board of Education Rule R7-2-612.

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