



WELCOME TO ARIZONA CERTIFICATION

GENERAL INFORMATION

The Arizona Certification Unit certifies educators grades PreK-12.

WHAT TYPES OF CERTIFICATES ARE AVAILABLE?

- **Teaching Certificates:** Early Childhood, Elementary, Secondary, Special Education, Arts Education PreK-12 (Art, Drama, Dramatic Arts, Music), Career and Technical Education
- **Administrative:** Principal, Superintendent, Supervisor
- **Professional Non-Teaching Certificates:** Guidance Counselor, School Psychologist, Speech-Language Pathologist, Speech Language-Technician
- **Other Certificates:** Adult Education, Athletic Coaching, Junior Reserve Officer Training Corps, Teacher Intern, Substitute

WHAT ARE ENDORSEMENTS?

Endorsements are attachments to teaching certificates and indicate areas of specialization. They are issued for Art, Bilingual Education, Computer Science, Cooperative Education, Dance, Dramatic Arts, Drivers Education, Early Childhood, Elementary Foreign Language, English as a Second Language (ESL), Gifted, Library Media Specialist, Mathematics Specialist, Middle Grade, Music, Physical Education, Reading Specialist, and Structured English Immersion (SEI).

WHAT ARE THE REQUIREMENTS FOR A CERTIFICATE OR ENDORSEMENT?

Individual requirement sheets for all certificates and endorsements can be found on the Arizona Department of Education website at <http://www.ade.az.gov/certification>.

HOW DO I APPLY FOR A CERTIFICATE?

- All first-time applicants must obtain an Arizona **Identity Verified Prints (IVP)** Fingerprint Card (plastic) issued by the Arizona Department of Public Safety at 2320 North 20th Avenue Phoenix, AZ 85005, (602) 223-2279.
- Complete an Application for Certification and submit the correct fees by money order, cashiers check or personal check made payable to the Arizona Department of Education (ADE). Fees are not refundable and cash will not be accepted.
- Submit official transcripts (bearing the original seal or stamp of the registrar). Photocopies will not be accepted. If the college/university prefers, transcripts may be mailed directly to the Arizona Department of Education-Certification Unit. The Certification Unit will only accept degrees, programs and courses from accredited institutions.
- Please maintain copies of all your personal and professional records for future use. All documentation, including transcripts, becomes the property of the Arizona Department of Education and will not be returned.
- Please follow all instructions on the Application for Certification. Incomplete applications will not be processed. All materials should be mailed in one envelope; mailing items separately delays processing time and increases the risk of lost documents.
- If verification of teaching experience is required, please submit a letter verifying the dates of employment and grade level taught. The letter must be on official letterhead and signed by the superintendent or personnel director.

WHAT ARE THE ARIZONA EDUCATOR PROFICIENCY ASSESSMENTS (A.E.P.A.)?

The AEPA assessments are offered for professional knowledge and subject knowledge tests which are required for most teaching certificates. A Proficiency Assessment is also required for all Administrative Certificates. Comparable out-of-state tests may be substituted for these assessments. For a test bulletin, please call National Evaluation Systems, Inc. at 1-800-239-8105 or visit their website at <http://www.aepa.nesinc.com>.

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

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.

WHAT IF I AM AN ARIZONA GRADUATE?

Graduates of State Board approved teacher preparation programs from Arizona State University – East, Arizona State University – Tempe, Arizona State University – West, Arizona Teacher’s Institute, Grand Canyon University, Northern Arizona University, Ottawa University, Pima Community College, Prescott College, Rio Salado College, Scottsdale Community College, Southwestern College, University of Arizona – Main, University of Arizona – South, University of Phoenix, may be eligible for an Institutional Recommendation. Please contact your college/university for information.

WHO IS ELIGIBLE FOR A RECIPROCAL CERTIFICATE?

An Arizona Reciprocal Provisional Teaching Certificate may be issued with a valid comparable Elementary, Secondary, Arts Education PreK-12 or Special Education Certificate from another state.

Please see <http://www.ade.az.gov/certification/RequirementsforReciprocalProvisionalTeachingCertificate.pdf> for additional information.

WHO IS ELIGIBLE FOR FINGERPRINT RECIPROCITY?

Arizona has fingerprint reciprocity with 19 other states. Approved states for fingerprint reciprocity are; Alabama, Arkansas, California, Colorado, Florida, Georgia, Idaho, Minnesota, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Carolina, Utah, Vermont, Washington, Wisconsin, and Wyoming. A fingerprint reciprocity testament may be found at <http://www.ade.az.gov/certification/downloads/Testament.pdf>. Applicants who receive a reciprocal certificate must obtain a valid Arizona *Identity Verified Prints (IVP)* Fingerprint Card (plastic) before requesting any other services from the Certification Unit.

WHAT IF I AM A GRADUATE FROM ANOTHER COUNTRY?

Applicants with credentials from outside the United States must submit an equivalency letter from a credential evaluation agency in addition to the required first-time applicant materials.

HOW DO I CHANGE THE NAME OR ADDRESS ON MY CERTIFICATE, OR REQUEST A DUPLICATE COPY OF MY CERTIFICATE?

Instructions for these services are detailed on a downloadable form on our website at <http://www.ade.az.gov/certification/certforms.asp>.

HOW LONG WILL THE CERTIFICATION PROCESS TAKE?

Applications will be processed in the order received. Complete applications usually have a prompt turnaround time. However, there are seasonal changes in processing times due to increased service requests. For these reasons, please apply well in advance.

CERTIFICATION LOCATIONS:

	Physical Location	Phone	Mailing Address	Walk-In Services
<u>PHOENIX OFFICE:</u>	1535 West Jefferson Street Phoenix, AZ 85007	(602) 542-4367	P.O. Box 6490 Phoenix, AZ 85005-6490	Monday through Friday 8:30am - 4:30pm
<u>FLAGSTAFF OFFICE:</u>	2384 N. Steves Blvd., Rm #137 Flagstaff, AZ 86004	(928) 679-8117	2384 N. Steves Blvd., Box-C Flagstaff, AZ 86004	Monday through Friday 8:00am - 1:00pm 2:00pm - 4:00pm
<u>TUCSON OFFICE:</u>	400 W. Congress Street, #118 Tucson, AZ 85701	(520) 628-6326	400 W. Congress Street, #118 Tucson, AZ 85701	Monday through Friday 8:30am - 4:30pm

WALK-IN SERVICES:

The following services are available as same-day services at each of our Certification locations:

- Name Changes
- Duplicate Certificates
- Removal of Deficiencies
- Renewals (except Career and Technical Education Certificates)
- Substitute Certificates
- Institutional Recommendations (I.R.)
- Adult Education Certificates
- Extensions & Conversions of Provisional Certificates (except Career and Technical Education Certificates)