

REQUIREMENTS FOR  
**RECIPROCAL PROVISIONAL TEACHING CERTIFICATES**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

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. APPLICANTS WHO WERE ISSUED AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE ARE NOT ELIGIBLE TO OBTAIN AN ARIZONA EMERGENCY TEACHING CERTIFICATE.

➤ **RECIPROCAL PROVISIONAL TEACHING CERTIFICATE**

The certificate is valid for 1 year and may not be renewed.

**Requirements for a Reciprocal Provisional Certificate are:**

1. Completed *Application for Certification*.
2. Appropriate fee (See Application for Certification).
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.*

If fingerprinted in an approved state, proof of application (pink or yellow copy) for an Arizona Fingerprint Clearance Card and a signed "Testament Form" are required. (Testament Form available at: <http://www.ade.az.gov/certification/TestamentforFingerprintReciprocity.pdf>).
4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
5. A valid, comparable out-of-state teaching certificate from any other state in the United States. Submit a notarized photocopy of the certificate.

**◆ Requirements #6, #7 and #8 are required within one year of the date of issuance of this certificate.**  
**◆ Applicants who meet requirements #6, #7 and #8 will qualify for a two year Provisional Teaching Certificate.**

6. A passing score on the Professional Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). The Professional Knowledge assessment shall be waived for applicants who submit verification of **one** of the following:
  - A. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past 7 years. **Submit the original score report at time of application;**
  - B. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. **Submit the original score report** AND a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience **at time of application.**
  - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
7. A passing score on the Subject Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). The Subject Knowledge assessment shall be waived for applicants who submit verification of one of the following:
  - A. A passing score on a comparable Subject Knowledge examination from another state or agency taken within the past 7 years. **Submit the original score report at time of application;**
  - B. A passing score on a comparable Subject Knowledge examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. **Submit the original score report** AND a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience **at time of application.**
  - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.

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8. Verification of state approved Structured English Immersion (SEI) training. Option A if holding a valid out-of-state certificate issued before August 31, 2006. Option B if certified on or after August 31, 2006:
  - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved Structured English Immersion (SEI) training.
  - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training.

**NOTE:** Individuals who hold an Arizona Full Bilingual or Full ESL Endorsement are exempt from the SEI Endorsement requirement (Applicants who hold a Full ESL Endorsement from another state may apply for an Arizona ESL endorsement).

- NOTE: If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*
9. Arizona Constitution (a college course or the appropriate examination).
  10. U.S. Constitution (a college course or the appropriate examination).

➤ **REQUIREMENTS TO CHANGE FROM A RECIPROCAL TEACHING CERTIFICATE TO A 2-YEAR PROVISIONAL TEACHING CERTIFICATE:**

*The Provisional certificate is valid for 2 years and may not be renewed, but may be extended once for 2 years.*

1. A passing score on the Professional Knowledge and Subject Knowledge portions of the Arizona Educator Proficiency Assessments or comparable examinations as indicated on the Reciprocal Provisional Teaching Certificate and the evaluation.
2. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement
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.*

**ADDITIONAL INFORMATION:**

For further information regarding Arizona Educator Proficiency Assessments (AEPA), visit the following website:  
<http://www.aepa.nesinc.com>