

APPLICATION FOR
RENEWAL OF CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT

Phoenix Office: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367
Tucson Office: 400 W. Congress St., #118, Tucson, AZ 85701 Telephone: (520) 628-6326

GENERAL INSTRUCTIONS AND INFORMATION:

Please review "SECTION 3: RENEWAL POLICIES AND PROCEDURES" on Page 2 prior to completing this form. Use this form when renewing the following certificates: Standard Teaching, Adult Education, Administrative, Guidance Counselor, School Psychologist, Athletic Coaching, Speech and Language Impaired, Speech and Language Technician and Speech and Language Pathologist. Requirements for Renewal are:

- A. Valid Department of Public Safety (DPS) fingerprint card. Please submit one of the following:
1. A photocopy of your valid Arizona IVP fingerprint card (plastic) issued on or after January 1, 2008; or
2. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.
B. This 'Application for Renewal' form completed along with your payment (\$20 for EACH certificate being renewed). Acceptable forms of payment are personal check, money order, or cashier's check made payable to the Arizona Department of Education. Cash will not be accepted. Fees are not refundable.
C. Verification of the required clock hours or semester hours of professional development completed during the valid period of the certificate(s) to be renewed. See Section 3 on Page 2 for the required hours. Please submit one of the following:
1. District Verification - Completed and signed Section 5 on Page 2 of this 'Application for Renewal' form; or
2. Applicant Verification - Completed and signed Section 6 on Page 2 of this 'Application for Renewal' form. Please include official transcript(s).
D. Verification of state approved Structured English Immersion (SEI) training required for a Provisional or Full SEI endorsement. It is not necessary to submit verification if currently certified with a Provisional SEI\*, Full SEI, Full ESL or Full Bilingual endorsement. Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI requirement. Please submit one of the following:
1. The 'Certificate(s) of Completion' of State Board approved SEI training; or
2. Official Transcripts documenting semester hours of SEI training.

\* NOTE: If you have held the Provisional SEI endorsement for 3 or more years you must now apply and qualify for the Full SEI endorsement.

Are you applying for a Provisional SEI or Full SEI endorsement? YES NO If YES, please check one of the following:
Provisional SEI Endorsement .....\$0 Full SEI Endorsement .....\$60

SECTION 1: PERSONAL INFORMATION - Please type or print in blue or black ink.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F
Full Legal Name: Last First Middle
Mailing Address: Street Number or P.O. Box City State Zip
Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_
Ethnicity: American Indian or Alaskan Native Black or African-American (Not-Hispanic) White (Not-Hispanic)
Asian or Pacific Islander Hispanic or Latino Other

SECTION 2: CRIMINAL HISTORY - Please answer EVERY question, sign and date. If "YES" is answered to any of the questions, include a STATEMENT OF OFFENSE with your application (See Section 3 Page 2 for details).

- 1. YES NO Have you ever had any professional certificate or license, revoked or suspended?
2. YES NO Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
3. YES NO Have you ever been convicted of any felony offense?
4. YES NO Have you ever been arrested for any offense for which you were fingerprinted?
5. Have you ever been arrested for any of the following offenses in this State or similar offenses in another jurisdiction?
YES NO a Second-degree murder YES NO n Continuous sexual abuse of a child
YES NO b Aggravated assault resulting in serious physical injury YES NO o Attempted first-degree murder
or involving the discharge, use or threatening YES NO p Any other dangerous crime against children as defined in
exhibition of a deadly weapon or dangerous section 13-604.01
instrument against a minor under fifteen years of age YES NO q Any of the above listed offenses if committed as a
reparatory offense as described in section 13-1001
YES NO c Sexual assault YES NO r Any offense causing you to register as a sex offender
YES NO d Molestation of a child YES NO s First-degree murder
YES NO e Sexual conduct with a minor YES NO t Armed Robbery
YES NO f Commercial sexual exploitation of a minor YES NO u Incest
YES NO g Sexual exploitation of a minor YES NO v Exploitation of minors involving drug offenses
YES NO h Child abuse YES NO w Sexual abuse of a vulnerable adult
YES NO i Kidnapping YES NO x Sexual exploitation of a vulnerable adult
YES NO j Sexual abuse of a minor YES NO y Commercial sexual exploitation of a vulnerable adult
YES NO k Taking a child for the purpose of prostitution as YES NO z Abuse of a vulnerable adult
prescribed in section 13-3206 YES NO aa Molestation of a vulnerable adult
YES NO l Child prostitution as prescribed in section 13-3212 YES NO bb Neglect of a vulnerable adult
YES NO m Involving or using minors in drug offenses

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education.

Applicant's Signature

Date

# APPLICATION FOR RENEWAL OF CERTIFICATE

## ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

### SECTION 3: RENEWAL POLICIES AND PROCEDURES

- I. **Professional Development Hours:** Standard Teaching, Administrative, Guidance Counselor, School Psychologist and Speech and Language Impaired certificates may be renewed upon completion of 180 clock hours of professional development activities; or 12 semester hours of education coursework posted on official transcripts; or a combination of the two completed during the valid period of the certificate(s) to be renewed. For renewal of the Standard Adult Education certificate and Athletic Coaching certificate, completion of 60 clock hours of professional development activities; or 4 semester hours of education coursework posted on official transcripts; or a combination of the two is required for renewal. The Athletic Coaching certificate renewal also requires a valid certification in First Aid and CPR.
- II. **SEI Endorsement Requirement:** From and after August 31, 2006 a Structured English Immersion (SEI) endorsement, Full English as a Second Language (ESL) endorsement, or Full Bilingual endorsement is required of all classroom teachers, Supervisors, Principals, and Superintendents. All coursework/training must be on the Arizona English Acquisition Services (EAS) "Structured English Immersion (SEI) Arizona State Board of Education Approved Frameworks" lists. See our website for the current list.
- III. **Renewal Timeframe:** A 6-year certificate may be renewed within 6 months of its expiration date. A certificate may be renewed within 1 year after it expires if the individual is not employed under the certificate. Those who hold certificates that have expired for more than one year must reapply for certification under the requirements in effect at the time of application.
- IV. **Certificate Alignment:** An individual holding multiple valid certificates may renew all certificates at one time in order to align the expiration dates of each certificate. Certificates being aligned shall be renewed at the same time as the certificate that will expire first. Individuals seeking to align certificates shall meet the renewal requirements for EACH certificate being aligned. Current certificates aligned pursuant to this section may be valid for less than 6 years.
- V. **Speech and Language Impaired Rule Change:** Effective January 1, 2007, the Speech and Language Impaired certificate was repealed and replaced with two professional non-teaching certificates: Speech-Language Technician and Speech-Language Pathologist. Individuals who are currently certified under a Standard Speech and Language Impaired certificate must submit an official transcript posting their highest degree in Speech-Hearing Sciences, Speech-Language Pathology or Communication Disorders. Upon renewal, speech therapists at the Master's level will be issued a Speech-Language Pathologist certificate and speech therapists at the Bachelor's level will be issued a Speech-Language Technician certificate. The Provisional SEI endorsement will not be required for renewal of the Standard Speech and Language Impaired certificate.
- VI. **Criminal History:** If you have answered "YES" to a criminal history question, you will need to provide a written explanation of the incident before your application can be processed. Include in your statement the following: social security number, full name, date of arrest, arresting city, arresting state, name of offense (reason of the arrest), description of the circumstances of the arrest, disposition of the case, mitigating factors pertaining to the arrest, sentencing information if convicted, your signature and current date.

### SECTION 4: PROFESSIONAL DEVELOPMENT

*Professional Development requires the completion of activities after the most recent issuance or renewal of the certificate and shall relate to Arizona academic or professional educator standards or apply toward the attainment of an additional Arizona certificate, endorsement or approved area. Professional development shall consist of any of the following activities:*

#### Professional Development Activities:

#### Documentation Required:

Academic courses related to education or a subject area taught in Arizona public schools.	Official transcripts from an accredited institution. Each semester hour of courses is equivalent to 15 hours of professional development.
District or school-sponsored in-service training specifically designed for professional development.	Written verification from the sponsoring district or school stating the dates of participation and number of clock hours earned.
Professional (education-related) conferences and workshops.	Conference agenda and a statement or certificate from the sponsoring organization noting clock hours earned in training sessions. Limited to 30 clock hours per year.
Business internship. Internship shall be based on an agreement between a business and a district or school with the stated objective of aligning teaching curriculum with workplace skills.	Written verification by the sponsoring business and district or school stating the dates of participation and number of clock hours earned. Limited to 80 clock hours.
Educational research. Research shall be sponsored by a research facility or an accredited institution or funded by a grant.	The published report of the research or verification by the sponsoring agency and a statement of the dates of participation and the number of clock hours earned.
Serving in a leadership role of a professional organization.	Written verification by the governing body of the professional organization of the dates of service and clock hours earned. Limited to 30 clock hours per year.
Serving on a visitation team for a school accreditation agency.	Written verification from the accreditation agency of the dates of service and clock hours earned. Limited to 60 hours per year.
Completion of the process for certification by the National Board of Professional Teaching Standards.	Written verification from the National Board of Professional Teaching Standards and a statement from the employing district or school verifying the dates and clock hours earned during the certification process.

### SECTION 5: DISTRICT VERIFICATION OF PROFESSIONAL DEVELOPMENT:

- I verify that this applicant has completed \_\_\_\_\_ clock hours of professional development activities during the last valid period of the following certificates to be **RENEWED**:

#### If aligning certificates...

- I also verify that this applicant has completed \_\_\_\_\_ clock hours of professional development activities during the last valid period of the following certificates to be **ALIGNED**:

Verified by:

\_\_\_\_\_  
(Superintendent or HR Director's Signature) (Print Name)

Date:

Title:

School District: \_\_\_\_\_

### SECTION 6: APPLICANT SUBMISSION OF PROFESSIONAL DEVELOPMENT SEMESTER HOURS:

- I (Applicant) verify completion of \_\_\_\_\_ semester hours of education or subject area courses taken from an accredited institution during the valid period of my certificate(s) to be renewed. I have enclosed official transcript(s) documenting hours.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date