

**ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT****SUBSTITUTE CERTIFICATE K-12**

**CERTIFICATE ENTITLES THE HOLDER TO SUBSTITUTE IN THE TEMPORARY ABSENCE OF A REGULAR CONTRACT TEACHER. AN INDIVIDUAL WHO HOLDS A VALID ARIZONA TEACHING OR ADMINISTRATOR CERTIFICATE SHALL NOT BE REQUIRED TO HOLD A SUBSTITUTE CERTIFICATE TO BE EMPLOYEED AS A SUBSTITUTE TEACHER. THE INDIVIDUAL HOLDING ONLY A SUBSTITUTE CERTIFICATE SHALL NOT BE ASSIGNED A CONTRACT TEACHING POSITION AND SHALL BE LIMITED TO 120 DAYS OF SUBSTITUTE TEACHING IN THE SAME SCHOOL EACH SCHOOL YEAR. SUBSTITUTE TEACHING MAY NOT BE USED TO WAIVE THE STUDENT TEACHING PRACTICUM.**

➤ **All requirements for the Substitute Certificate must be met.** Certificate is valid for six years and renewable by reapplication. Fees are **not** refundable.

1. A Bachelor's degree from an accredited institution. Official transcript(s) required.
2. 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.*