

REQUIREMENTS FOR THE
ADULT EDUCATION CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

CERTIFICATE MAY BE USED TO TEACH IN THE AREAS OF ADULT BASIC EDUCATION, ADULT SECONDARY EDUCATION, ENGLISH LANGUAGE ACQUISITION FOR ADULTS, OR CITIZENSHIP.

➤ **PROVISIONAL ADULT EDUCATION CERTIFICATE**

The Provisional certificate is valid for 3 years and is not renewable.

Requirements for the Provisional Adult Education 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.*
4. Option A or B:
 - A. A Bachelor's degree or higher from an accredited institution. Official transcript(s) required.
 - B. **Three years** of verified experience as a teacher, tutor, or aide in an adult education program or in grades K-12. (Please submit a letter on official letterhead from adult education program administrator to verify experience.) Up to **two years** of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.

➤ **STANDARD ADULT EDUCATION CERTIFICATE**

The Standard certificate is valid for 6 years and is renewable.

Requirements for the Standard Adult Education Certificate are:

1. Completed *Application for Conversion of a Provisional Adult Education Certificate*
 2. Appropriate Fee (See *Application for Conversion of a Provisional Adult Education Certificate*)
 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.*
4. **One year** of verified part-time or full-time teaching experience under a Provisional Adult Education Certificate. (Please submit a letter on official letterhead from an adult education program administrator to verify teaching experience.)
 5. Completion of 10-clock hours in a professional development program since the issuance of the Provisional Adult Education Certificate. (Please submit a letter on official letterhead from an adult education program administrator to verify clock hours.)

➤ **RENEWAL OF A STANDARD ADULT EDUCATION CERTIFICATE**

The Standard certificate may be renewed within 6 months of its expiration date.

Requirements for the Renewal of a Standard Adult Education Certificate are:

1. Completed *Application for Renewal of Certificate*
 2. Appropriate Fee (See *Application for Renewal of Certificate*)
 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.*
4. Completion of 60-clock hours in a professional development program. (Please submit a letter on official letterhead from an adult education program administrator to verify clock hours.)