

APPLICATION FOR
CONVERSION OF A PROVISIONAL ADULT EDUCATION 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

For use in requesting conversion of a Provisional Adult Education Certificate. Certificate may be used to teach in the areas of Adult Basic Education, General Educational Development, English as a Second Language, or Citizenship.

GENERAL INSTRUCTIONS AND INFORMATION: Please submit the following:

- A. 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. Complete this application and submit a \$30 money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE). Fees are not refundable. Cash will not be accepted.
C. District verification on official letterhead of one year of part-time or full-time teaching experience under a provisional adult education certificate and completion of 10 clock hours of professional development activities since the issuance of the provisional adult education certificate, verified by an Adult Education Administrator.

SECTION 1: PERSONAL INFORMATION Type or print in blue or black ink.

Social Security Number: (For identification purposes only) 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 3: CRIMINAL HISTORY Answer EVERY question, Sign and Date:

ATTENTION: If "YES" is indicated for any of the following questions, please attach a full explanation to this application, a statement must be provided with each application.

- 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 j Sexual abuse of a minor YES NO s First-degree murder
YES NO b Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age YES NO k Taking a child for the purpose of prostitution as prescribed in section 13-3206 YES NO t Armed Robbery
YES NO c Sexual assault YES NO l Child prostitution as in section 13-3212 YES NO u Incest
YES NO d Molestation of a child YES NO m Involving or using minors in drug prescribed offenses YES NO v Exploitation of minors involving drug offenses
YES NO e Sexual conduct with a minor YES NO n Continuous sexual abuse of a child YES NO w Sexual abuse of a vulnerable adult
YES NO f Commercial sexual exploitation of a minor YES NO o Attempted first-degree murder YES NO x Sexual exploitation of a vulnerable adult
YES NO g Sexual exploitation of a minor YES NO p Any other dangerous crime against children as defined in section 13-604.01 YES NO y Commercial sexual exploitation of a vulnerable adult
YES NO h Child abuse YES NO q Any of the above listed offenses if committed as a reparatory offense as described in section 13-1001 YES NO z Abuse of a vulnerable adult
YES NO i Kidnapping YES NO r Any offense causing you to register as a sex offender YES NO aa Molestation of a vulnerable adult YES NO bb Neglect of a vulnerable adult

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

\*\* REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE. \*\*