

APPLICATION FOR RENEWAL OF CERTIFICATE

SECTION 3: RENEWAL POLICIES AND PROCEDURES -

- I. **Professional Development Hours: Standard Teaching, Administrative, Guidance Counselor, and School Psychologist** 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. **Guidance Counselor** and **School Psychologist** do not require SEI training. 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. **Adult Education** and **Athletic Coaching** do not require SEI training.
- 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 "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 re-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.

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 conferences and workshops related to the profession of teaching or the field of public education.	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 related to the profession of teaching or the field of public education.	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)
Title: _____

Date: _____
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