

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

JUNIOR RESERVE OFFICER TRAINING CORPS TEACHING CERTIFICATE 9-12

CERTIFICATE IS VALID AT ANY LOCAL EDUCATION AGENCY THAT CONDUCTS AN APPROVED JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM OF THE AIR FORCE, ARMY, NAVY OR MARINE CORPS.

- **All requirements for the Junior Reserve Officer Training Corps Teaching Certificate must be met.** The certificate is valid for six years and is renewable. **Fees are not refundable.**
1. Verification by the district of an approved Junior Reserve Officer Training Corps program of instruction in which the applicant will be teaching. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify program.)
 2. Verification by the district that the applicant meets the work experience required by the respective military service. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify required military work experience.)
 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.*

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.