

REQUIREMENTS FOR
SUBSTITUTE, K – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

*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 employed 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.*

➤ **SUBSTITUTE, K – 12 CERTIFICATE**

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.*