

ALERT: Do not use this form for certificate conversions. Converting a 3-year Provisional teaching certificate to a 6-year Standard requires an "Application to Convert a Provisional..."



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

Verification of PreK-12 Teaching Experience

Must be completed by a district superintendent or human resources director, or by a charter or private school administrator.

Part 1: Teacher Information

Last Name	First Name	Social Security Number
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Part 2: Verification of teaching experience. Include full-time teaching experience ONLY. Do NOT include part-time teaching, substitute teaching, or paraprofessional experience.

Beginning Date of Service (MM/DD/YY)	End Date of Service (MM/DD/YY)	Grade Level(s)	Disability Area(s)(Special Education Teachers ONLY)	Subject or Specialized Area(s) (e.g., ESL, Gifted, Music, CTE)

SIGNATURE OF SUPERINTENDENT/PERSONNEL OFFICER

TITLE

NAME OF DISTRICT OR SCHOOL

PHONE NUMBER

DATE