

TEACHING INTERN PROCESS CHECKLIST

YEAR ONE - TEACHING INTERN CERTIFICATE STEPS:

1. BEFORE APPLYING FOR INTERN CERTIFICATION

- a. A passing score on one or more of the subject knowledge portion(s) of the [Arizona Educator Proficiency Assessment](#) (AEPA) OR a comparable subject knowledge examination from another state or a Master's degree in the appropriate subject area. If a subject knowledge proficiency assessment is not offered, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution. Note: An approved area in general science is comprised of 12 semester hours of life science and 12 semester hours of physical science courses. Submit a notarized copy of the original score report for out-of-state examinations at the time of application. The score report submitted must indicate "Pass" on it.
****For Middle School grade AEPA exams see attached.**
- b. **IVP** Fingerprint card – AZ Department of Public Safety (602-223-2279)
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 card issued on or after January 1, 2008 will NOT be accepted.
- c. Official university/college transcripts showing degree conferred; Bachelor’s or above from an accredited school.
- d. Structured English Immersion Training verifying 3 semester hours (official transcripts) or 45 clock hours (certificate) of state approved Structured English Immersion training for either the provisional or full SEI endorsement. For approved SEI coursework see:
<http://www.azed.gov/wp-content/uploads/PDF/InstituituesofHigherLearning.pdf> OR
contact the OELAS unit at 602-542-0753
- e. Letter of verification indicating the candidate is enrolled in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program.

2. APPLYING FOR INTERN CERTIFICATION AT ADE

- a. [Application for Teaching Intern Certificate](#)
- b. Submit all required documents (1.a-e)
- c. \$120 check, money order or cashier’s check
- d. Mail or bring all required items to 1535 W Jefferson, Phoenix, AZ 85007; certification desk

3. APPLY FOR A JOB (neither list is all inclusive)

See [Arizona Education Employment Board](#) (AEEB) for some job openings OR
Apply directly to [School Districts](#)

4. APPLYING FOR TRANSITION TO TEACHING GRANT ([see applicable school districts](#))

- a. Contact Department at 602.542.5344 to apply

TEACHING INTERN PROCESS CHECKLIST

YEAR TWO

1. Qualification for the initial issuance of the teaching intern certificate outlined in State Board of Education Rule R7-2-614 (E)(5).
2. Letter from university/college indicating required coursework is completed satisfactorily.
3. Official university/college transcripts documenting the completion of the required coursework
4. The submission of an [‘Extension of Teacher Intern Certificate’](#) application. There is no fee to extend the certificate.
5. If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).

Note: It is recommended that the appropriate Professional Knowledge AEPA exam be passed, along with the AZ & US Constitution requirements, during the first semester of second year to ensure ample processing time for the provisional teaching certificate prior to expiration of teaching intern certification.

APPLICATION FOR PROVISIONAL TEACHING CERTIFICATE

THE HOLDER OF THE TEACHING INTERN CERTIFICATE MAY APPLY FOR AN ARIZONA PROVISIONAL TEACHING CERTIFICATE UPON THE COMPLETION OF THE FOLLOWING:

1. Submission of an Institutional Recommendation (IR) verifying the successful completion of an Arizona State Board authorized alternative path to certification program or an Arizona State Board approved teacher preparation.
2. A passing score on the required professional knowledge portion of the Arizona Teacher Proficiency Assessment (AEPA) or a comparable professional knowledge examination from another state.
3. Full Structured English Immersion (SEI) endorsement.
4. Arizona/US Constitution.
5. \$60 check, money order or cashier’s check