

Application for The Alternative Teaching Certificate

Arizona Department of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information

The Alternative Teaching certificate allows an individual to enter into a teaching contract while completing the requirements for an Arizona Standard Teaching Certificate. To qualify applicants must:

- Hold a bachelor's degree or higher from an accredited institution.
- Be enrolled in an Arizona State Board-approved teacher preparation program, verified by an official enrollment verification.
- Understand that the certificate is valid for one year and may be extended up to two additional consecutive years, provided the applicant remains continuously enrolled and is making adequate progress in their program.
- Recognize that an individual may not hold this certificate more than once within a five-year period

Instructions

Step 1 — Obtain an IVP Fingerprint Clearance Card

Apply for an Arizona Department of Public Safety Identity Verified Prints ([AZDPS IVP](#)) fingerprint clearance card.

Step 2 — Enroll in a Board-Approved Teacher Preparation Program

Enroll in an [Arizona Board-approved educator preparation program](#) and obtain an official Alternative Teaching Certificate Enrollment Letter. Note: Most programs require verification of a teaching position before providing the required verification of enrollment.

Step 3 — Request Official Transcripts

Request official transcripts documenting your bachelor's or more advanced degree.

- Paper official transcripts may be submitted with this application. Official transcripts must be original (no photocopies), on security paper, and include the university seal and signature of the registrar.
- Electronic official transcripts must be sent directly from the college or university to Certification@azed.gov or via Parchment.
- Foreign official transcripts must be evaluated by a [Department approved Foreign Credential Evaluation Agency](#) to verify you hold the equivalent of a Bachelor's or more advanced degree from an accredited institution in the United States. The foreign credential evaluation must be sent directly by the agency to Certification@azed.gov or the original evaluation submitted with the application.

Step 4 — Complete the Application Packet

Fill out the application and use the Application Checklist to ensure all materials are complete.

Step 5 — Submit the Application, Fee and Supporting Documents

Online Submission (Recommended)

<https://mycert.azed.gov/launch>

(Visa/Mastercard only)

Mail Submission

Arizona Department of Education – Certification Unit

PO Box 6490

Phoenix, AZ 85005-6490

(Check or Money Order made out to “Arizona Department of Education” only)

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Application Checklist

Submit the following:

☐ **Completed Application:**

- ☐ Select the certificate you are requesting. If you are requesting a Secondary certificate, indicate one approved area.
- ☐ Answer **every** Background Question, sign and date the application.
- ☐ If you answer “Yes” to any Background Questions, you **must** submit a completed [Explanation of Incident form](#) for each incident, even if the incident was previously disclosed.

- ☐ **Letter verifying enrollment** in a Board approved teacher preparation program, signed by the appropriate contact. For more information on our Arizona State Board of Education approved programs, visit <https://www.azed.gov/teach/educator-preparation-programs>.

- ☐ **Official transcripts** posting your bachelor’s degree or more advanced degree.

- ☐ **AZ DPS IVP fingerprint clearance card:** A photocopy of your valid Arizona DPS IVP fingerprint clearance card (plastic).

- ☐ **Appropriate Fee:** A check or money order for the required fee made payable to the "Arizona Department of Education". The fee is \$60 for the Alternative Teaching certificate. There is an additional \$60 fee if you are applying for the Structured English Immersion endorsement.

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COMPLETE
AND SUBMIT
THIS PAGE

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Complete this form by **typing** or print legibly using **black ink**.

Personal Information

Social Security or Educator ID Number (EIN):		Date of Birth:	Gender: ☐ M ☐ F
Applicant's Full Legal Name:			
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Former Last Name(s):			
Mailing Address:			
City:		State:	Zip:
Phone:	Email Address:		
Ethnicity: (Gender and Ethnicity are requested for federal reporting purposes only)			
☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black or African-American (not Hispanic)			
☐ Hispanic or Latino ☐ White (not Hispanic) ☐ Other			

Background Questions

Answer every question, sign and date. If "YES" is indicated for any of the following questions, please attach a full explanation to this application; a statement must be provided with each application.

1. Yes ___ No ___ Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?
2. Yes ___ No ___ Are you now or have you ever been under investigation for any type of misconduct related to a professional license or certificate in this state or any other jurisdiction regardless of outcome?
3. Yes ___ No ___ Are you now or have you ever been under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?
4. Yes ___ No ___ Have you ever been convicted of a felony offense?
5. Yes ___ No ___ Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?
6. Yes ___ No ___ Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and statutes related to unprofessional and immoral conduct including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

Applicant's Signature

Date

** Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code.

** Revised 03/03/2026

www.azed.gov/educator-certification/

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ALTERNATIVE TEACHING CERTIFICATE (\$60 EACH)

Select the appropriate Alternative Teaching certificate below.

General Education

☐ Alternative Teaching

Special Education

- ☐ Alternative Teaching Early Childhood Special Education, Birth-Grade 3
- ☐ Alternative Teaching Hearing Impaired, Birth-Grade 12
- ☐ Alternative Teaching Mild/Moderate Disabilities, K-12
- ☐ Alternative Teaching Moderate/Severe Disabilities, K-12
- ☐ Alternative Teaching Visually Impaired, Birth-Grade 12

STRUCTURED ENGLISH IMMERSION ENDORSEMENT (\$60 EACH)

If you are submitting official transcript or a certificate showing completion of the Structured English Immersion course or approved training, you may apply for the SEI endorsement by checking the box below and submitting the additional \$60 fee.

☐ Structured English Immersion, PreK-12 Endorsement

Education

Please list all colleges and universities in which you are submitting, will submit official transcripts to meet Certification requirements.

College or University	Location, State	Degree/Major	Date Awarded

- Please check how your official transcripts are being submitted.
- ☐ Official transcript(s) are included with this application in a sealed envelope.
 - ☐ Official foreign equivalency evaluation from an ADE approved agency is included with this application in a sealed envelope.
 - ☐ Official transcript(s) were mailed by the college or university to the Certification Office on *[Indicate Date]*:
 - ☐ Electronic official transcript were sent to by the institution to Certification@azed.gov or through Parchment on *[Indicate Date]*: _____

Arizona State Board of Education

Professional Practices for Certificate Holders

Standards for Imposing Certificated Educator Sanctions

Consistent with A.R.S. §15-203(20), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

Criminal Offenses

Pursuant to administrative code R7-2-1307 and ARS § 15-550, the Board shall revoke the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement any of the following criminal offenses in this state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First-degree murder
4. Second degree murder
5. Manslaughter
6. Sexual assault
7. Sexual exploitation of a minor
8. Commercial sexual exploitation of a minor
9. A dangerous crime against children as defined in A.R.S. §13-604.01
10. Armed robbery
11. Aggravated assault
12. Sexual conduct with a minor
13. Molestation of a child
14. Exploitation of minors involving drug offenses

Upon notification that a certificated individual has been convicted of a nonrenewable offense, the Board shall revoke the certificate.

Unprofessional and Immoral Conduct

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 **shall**:

1. Make reasonable efforts to protect pupils from conditions harmful to learning, health, or safety;
2. Account for all funds collected from pupils, parents, or school personnel;
3. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
4. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 **shall not**:

1. Discriminate against or harass any pupil or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;
2. Deliberately suppress or distort information or facts relevant to a pupil's academic progress;
3. Misrepresent or falsify pupil, classroom, school, or district-level data from the administration of a test or assessment;
4. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil;
5. Use professional position or relationships with pupils, parents, or colleagues for improper personal gain or advantage;
6. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

7. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;
8. Accept gratuities or gifts that influence judgment in the exercise of professional duties;
9. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. § 13-3401;
11. Make any sexual advance towards a pupil or child, either verbal, written, or physical;
12. Engage in sexual activity, a romantic relationship, or dating of a pupil or child;
13. Submit fraudulent requests for reimbursement of expenses or for pay;
14. Use school equipment to access pornographic, obscene, or illegal materials;
15. Engage in conduct which would discredit the teaching profession.

Individuals found to have engaged in unprofessional or immoral conduct shall be subject to, and may be disciplined by, the Board.

Resignation as an Unprofessional Act and Penalty: ARS §15-545

A certificated teacher shall not resign after signing and returning his contract, unless the resignation is first approved by the governing board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the governing board, shall be subject to such disciplinary action, including suspension and revocation of certificate, as the state board of education deems appropriate.

Failing to Report of Immoral or Unprofessional Conduct

Pursuant to ARS §15-514, any certificated person or governing board member who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of section 13-3620 (mandatory reporting) shall report or cause reports to be made to the department of education in writing as soon as reasonably practicable but not later than three business days after the person first suspects or receives allegation of the conduct.

The superintendent of a school district or the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred shall report the conduct to the department of education.

Failure to report information as required in ARS §15-514 by a certificated person constitutes grounds for disciplinary action by the state board of education.

A governing board member or school district employee who has control over personnel decisions and who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §§ 13-3620 and 15-514 shall not accept the resignation of the certificate holder until these suspicions or allegations have been reported to the State Board of Education.

Filing a Complaint against a Certificate Holder

The Investigative Unit may be reached at (602) 542-2972 or investigation@azsbe.az.gov

For Further Information: Call or Email

State Board of Education

(602) 542-5057 inbox@azsbe.az.gov

Updated September 2024

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.