

APPLICATION FOR ALTERNATIVE TEACHING CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

This document is best viewed in a PDF reader and not in a web browser.

This application is saved as an interactive PDF. Please save this to your computer and open with a PDF viewer to fill out this document and print it correctly.

GENERAL INFORMATION

- The Alternative Teaching certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Standard Professional Teaching certificate. The Alternative Teaching certificate is valid for two years from the date of issuance and may be extended yearly for no more than two consecutive years. Certificate holders must be continuously enrolled and making progress in the Board approved teacher preparation program to qualify for an extension. An individual is not eligible to hold the certificate more than once in a five-year period.
- **Effective October 1, 2018**, the Alternative Teaching Certificate will only reflect the Certification area the holder is qualified to teach if the applicant meets Subject Knowledge Exam Requirement for the Standard Professional Teaching Certificate they are pursuing.

Instructions

Step 1: Apply for AZDPS IVP fingerprint clearance card. Apply for an Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint clearance card. Please visit <http://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/> for further information.

Step 2: Enroll in a Teacher Preparation Program. Enroll in an Arizona Board approved alternative path to certification program, or an Arizona Board approved teacher preparation program, in the appropriate certificate area. Contact the appropriate representative from the [list of educator preparation programs](#) for information on enrolling in a Board approved program. **Note:** Most institutions will require verification that you have been hired for a teaching position to enroll in the program.

Step 3: Request Official Transcripts. Request official transcript(s) documenting your bachelor's or more advanced degree.

- **Paper official transcripts** may be sent to yourself and submitted with the application in person or via mail. Paper official transcripts should be on security paper and include the university seal and signature of the registrar.
- **Electronic official transcripts** must be sent from the college or university to Certification@azed.gov.
- **Foreign transcripts** must be evaluated by a Department approved [Foreign Credential Evaluation Agency](#) to document that you have the equivalent of a Bachelor's or more advanced degree from an accredited institution in the United States.

Step 4: Pass the AEP/NES Subject Knowledge Exam. If you are seeking an Alternative Teaching Certificate which shows the certification area, you must meet the Subject Knowledge Exam Requirement that aligns to the Standard Professional Teaching Certificate you are pursuing. For information on the Arizona educator exams, please visit www.aepa.nesinc.com. For options to waive a subject knowledge exam requirement, please review the [Requirements for the Standard Professional Teaching Certificate](#).

Step 5: Complete the Application. Complete the Application for the Alternative Teaching Certificate and verify that you have all required materials using the Application Checklist.

Step 6: Submit the Application Packet. Submit the application, required fee, and supporting documentation to the Arizona Department of Education, Certification Unit.

Mail application and materials to:

Arizona Department of Education
Teacher Certification
PO Box 6490
Phoenix, AZ 85005-6490

Or submit materials in person to:

Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007

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

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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 Approved Educator Preparation Programs, follow this link.](#))
- Official transcripts** posting your bachelor’s degree or more advanced degree.
- AEPA or NES official score report** documenting that you passed the subject knowledge exam in the certification area, if applicable.
- 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 \$60 the Alternative Teaching Certificate. Additional approved area(s) and endorsement(s) are \$60 each. Credit card payments (Visa or MasterCard) may be accepted for in-person applicants at the Phoenix Certification office.

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COMPLETE
AND SUBMIT
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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: <i>(Gender and Ethnicity are requested for federal reporting purposes only)</i>											
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">American Indian or Alaskan Native</td> <td style="width: 25%;">Asian or Pacific Islander</td> <td colspan="2" style="width: 50%;">Black or African-American (not Hispanic)</td> </tr> <tr> <td>Hispanic or Latino</td> <td>White (not Hispanic)</td> <td colspan="2">Other</td> </tr> </table>				American Indian or Alaskan Native	Asian or Pacific Islander	Black or African-American (not Hispanic)		Hispanic or Latino	White (not Hispanic)	Other	
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 currently 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?
3. YES NO Have you ever been convicted of a felony offense?
4. 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?
5. 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

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ALTERNATIVE TEACHING CERTIFICATES (\$60 EACH)

Select **one** of the following Alternative Teaching Certificates.

GENERAL EDUCATION

- Alternative Teaching without Certification Area
- Early Childhood (Birth-Grade 3)
- Elementary (Grades K-8)
- PreK-12 Art Education
- PreK-12 Dance Education
- PreK-12 Music Education
- PreK-12 Physical Education
- PreK-12 Theatre Education
- Secondary (Grades 6-12)

Approved Area: _____

SPECIAL EDUCATION CERTIFICATES

- Special Education: Mild/Moderate Disabilities
- Special Education: Moderate/Severe Disabilities
- Special Education: Early Childhood Spec. Ed. (Birth-Grade 3)
- Special Education: Hearing Impaired
- Special Education: Visually Impaired

APPROVED SUBJECT AREAS (\$60 EACH)

An additional approved area may be added to an Alternative Teaching Elementary, Mild/Moderate Disabilities, or Moderate/Severe Disabilities certificate, or an Alternative Secondary Certificate. **Note: The fee for the Alternative Secondary Certificate includes one approved area.**

- Art
- Biology
- Business
- Chemistry
- Chinese (Mandarin)
- Computer Science
- Drama/Theatre
- Earth Science
- Economics
- English
- Environmental Science
- French
- General Science
- Geography
- German
- Health
- History
- Mathematics
- Mathematics (Middle Grades/Early Secondary)
- Middle Grades General Science
- Middle Grades Language Arts
- Middle Grades Mathematics
- Middle Grades Social Studies
- Music
- Physical Education
- Physical Science
- Physics
- Political Science/American Government
- Social Studies
- Spanish

Other Approved Area(s) not indicated above:

STRUCTURED ENGLISH IMMERSION ENDORSEMENT (\$60 EACH)

A Structured English Immersion (SEI), Provisional or full English as a Second Language (ESL), or full Bilingual endorsement is required if you are teaching one or more English language learners.

- Structured English Immersion 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
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Please check how your official transcripts are being submitted.

- Official transcript(s) are included with this application.
- A foreign equivalency evaluation is included with this application.
- Official transcript(s) were mailed to the Certification Office on: _____
- Electronic official transcript has been emailed to Certification@azed.gov on: _____

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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@azed.gov

For Further Information: Call or Email

State Board of Education
(602) 542-5057 inbox@azsbe.az.gov Updated 10/28/16