

APPLICATION FOR CERTIFICATE - INTERNATIONAL TEACHING

ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT

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

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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 International Teaching Certificate is issued to teachers from foreign countries who are contracted through the foreign teacher exchange program and will be teaching in an Arizona school with a J1 or Q1 visa. The certificate is valid for the length of the certificate holders visa and may be extended if the visa is extended.

Steps to Apply for an International Teaching Certificate

- ❑ **Step 1: Obtain a teaching position and J-1 or Q-1 Visa:** Complete the steps necessary to obtain an exchange teaching position in an Arizona school and a J1 or Q1 visa. For information on exchange visas for international teachers, please visit <https://travel.state.gov/content/travel/en/us-visas/study/exchange.html>.
- ❑ **Step 2: 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 3: Transcript Evaluation:** Have your foreign official transcripts evaluated by a [Department-approved foreign credential evaluation agency](#). The evaluation must verify that you have the equivalent of a bachelor's degree from an accredited institution and teacher preparation that is comparable to the teacher preparation requirements for an Arizona Standard teaching certificate.
- ❑ **Step 4: Complete the Application.** Complete the Application for International Teaching Certificate and verify that you have all required materials using the Application Checklist.
- ❑ **Step 5: 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 Question, you must submit a completed [Explanation of Incident form](#) for each incident, even if the incident was previously disclosed.

- Required Fee:** A check or money order for \$60 for each International Teaching Certificate, Additional Approved Area, or Endorsement Requested. Credit card payments (Visa or MasterCard) may be accepted for in-person applicants at the Phoenix Certification office. Fees are non-refundable.

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

- Foreign Credential Evaluation:** The original evaluation from the [Department-approved foreign credential evaluation agency](#) documenting your bachelor’s degree and teacher preparation program.

- Letter Verifying Teaching Position:** A letter signed by an Arizona school superintendent or personnel director verifying that you have been placed in a contracted teaching position.

- J1 or Q1 Visa:** A photocopy of your valid J1 or Q1 visa.

- Foreign Language Teachers Only:** Applicants who are requesting certification in a foreign language may submit a verification letter from their university department chair or dean verifying that they are proficient in the foreign language in lieu of a degree in the foreign language.

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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: <i>(Gender and Ethnicity are requested for federal reporting purposes only)</i>			
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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INTERNATIONAL TEACHING CERTIFICATES (\$60 EACH)

Please select the teaching certificate in the area in which you have completed teacher preparation.

GENERAL EDUCATION

- Early Childhood (Birth-Grade 3)
- Elementary (Grades K-8)
- Middle Grades (Grades 5-9) - *Specify One*
Approved Area: _____
- Secondary (Grades 6-12) - *Specify One*
Approved Area: _____
- PreK-12 Art Education
- PreK-12 Dance Education
- PreK-12 Music Education
- PreK-12 Physical Education
- PreK-12 Theatre Education

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)

Additional approved areas may be added to the appropriate teaching certificates to authorize the holder to teach the subject. Please visit review the [Approved Area Requirements](#) for further information.

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Art <input type="checkbox"/> Biology <input type="checkbox"/> Business <input type="checkbox"/> Chemistry <input type="checkbox"/> Chinese (Mandarin) <input type="checkbox"/> Computer Science <input type="checkbox"/> Drama/Theatre <input type="checkbox"/> Earth Science <input type="checkbox"/> Economics <input type="checkbox"/> English <input type="checkbox"/> Environmental Science <input type="checkbox"/> French <input type="checkbox"/> General Science <input type="checkbox"/> Geography <input type="checkbox"/> German <input type="checkbox"/> Health <input type="checkbox"/> History <input type="checkbox"/> Mathematics <input type="checkbox"/> Mathematics (Middle Grades/Early Secondary) | <ul style="list-style-type: none"> <input type="checkbox"/> Middle Grades General Science <input type="checkbox"/> Middle Grades Language Arts <input type="checkbox"/> Middle Grades Mathematics <input type="checkbox"/> Middle Grades Social Studies <input type="checkbox"/> Music <input type="checkbox"/> Physical Education <input type="checkbox"/> Physical Science <input type="checkbox"/> Physics <input type="checkbox"/> Political Science/American Government <input type="checkbox"/> Social Studies <input type="checkbox"/> Spanish |
|--|--|

Other Approved Area(s) not indicated above:

ENDORSEMENTS (\$60 EACH)

Endorsements may be added to appropriate teaching certificates to show specialization or expand the grade level of the certificate. Please review the [Endorsement Requirements](#) for further information.

- Art (PreK-12)
- Bilingual – Language: _____
 Provisional or Full
- Computer Science - PreK-8 6-12 PreK-12
- Cooperative Education (CTE Certificate Required)
- Dance (PreK-12)
- Dramatic Arts (PreK-12)
- Driver's Education
- Early Childhood Endorsement - Provisional or Full
- Elementary Foreign Language K-8 – Language: _____
- English as a Second Language (ESL) - Provisional or Full
- Gifted - Provisional or Full
- Library Media Specialist (PreK-12)
- Mathematics Endorsement K-8
- Middle Grade (Grades 5-9)
- Music (PreK-12)
- Physical Education (PreK-12)
- Reading Endorsement - Select one: K-8 6-12 K-12
- Structured English Immersion (SEI)

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: _____

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

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