

APPLICATION FOR CERTIFICATION
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

This form is used to apply for initial issuance of most educator certificates, and to add additional approved areas and endorsements to existing certificates.

Step 1: Review the [Certificate, Endorsement, or Approved Area Requirements](#) to verify that you meet all applicable requirements for the service you are requesting.

Step 2: Apply for an [Arizona Department of Public Safety Identity Verified Prints \(AZ DPS IVP\) Fingerprint Clearance Card](#).

Step 3: Request **official transcript(s)** and appropriate supporting documentation needed to qualify for the requested service(s). Applicants using foreign degrees or coursework must submit an **original** foreign credential evaluation from an [Approved Foreign Credential Evaluation Agency](#).

Important! Official Transcripts/Foreign Credential Evaluations must meet the following criteria:

- Electronic official transcript(s) must be **emailed directly** to the Certification Unit at Certification@azed.gov
- Paper official transcripts must be **original** (no photocopies), on official/security paper, and bear the embossed or raised college seal and registrar's signature.
- Foreign credential evaluations must be **original** (no photocopies) and from an [Approved Foreign Credential Evaluation Agency](#).

Step 4: Complete the Application for Certification.

- Check the requested service(s). Indicate one approved area, if required.
- Answer all Background questions, sign and date
- If you answer "Yes" to a Background Question, complete an [Explanation of Incident](#) form for each incident.

Step 6: Submit this application with the following:

- A check or money order for \$60 per certificate, endorsement, or approved area requested made payable to the Arizona Department of Education (ADE) with your completed application. Credit card payments (Visa and MasterCard) may be accepted for in-person applicants at the Phoenix Certification Office. Certification fees are nonrefundable.
- A photocopy of the AZDPS IVP fingerprint card
- Official transcript(s) and supporting documentation

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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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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SERVICE TYPES AND FEES

Yes No Are you submitting a photocopy of an out-of-state educator license to apply under reciprocity rules?

CERTIFICATES (\$60 EACH)

STANDARD PROFESSIONAL TEACHING CERTIFICATES

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

OTHER TEACHING CERTIFICATES PREK-12

- Substitute Teaching (PreK-12)
- Adult Education
- Athletic Coaching
- Junior Reserve Officer Training Corps
- Native American Language (PreK-12)
- Specialized Secondary-STEM – Area: _____
- Subject Matter Expert Standard – Area: _____

CAREER AND TECHNICAL EDUCATION (CTE) CERTIFICATES

- Agriculture
 - Business and Marketing
 - Education and Training
 - Family and Consumer Sciences
 - Health Careers
 - Industrial and Emerging Technologies
- Please indicate the option you are applying under:
Option A B C D E F (Specialized)

ADMINISTRATIVE CERTIFICATES PREK-12

- Principal
- Superintendent
- Supervisor

PROFESSIONAL NON-TEACHING CERTIFICATES PREK-12

- School Counselor
- School Psychologist
- School Social Worker
- Speech-Language Pathologist

APPROVED SUBJECT AREAS AND ENDORSEMENTS (\$60 EACH)

ADDITIONAL APPROVED SUBJECT AREAS

Additional Approved Subject Areas may be added to appropriate teaching certificates to authorize the holder to teach the subject within the scope of the certificates held.

- | | |
|---|--|
| <input type="checkbox"/> Art | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Middle Grades General Science |
| <input type="checkbox"/> Business | <input type="checkbox"/> Middle Grades Language Arts |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Middle Grades Mathematics |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Middle Grades Social Studies |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Music |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> English | <input type="checkbox"/> Physics |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Pol. Science/American Govt. |
| <input type="checkbox"/> Health | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> History | <input type="checkbox"/> Spanish |

Other Approved Area(s) not indicated above:

ENDORSEMENTS

Endorsements may be added to teaching certificates in order to show specialization and may expand the grade level of the certificate. Endorsements have specific requirements which may include coursework, experience, and/or exam(s).

- 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)
- Mild/Moderate Disabilities (PreK-12) - Provisional or Full
- Moderate/Severe Disabilities (PreK-12) - Provisional or Full
- 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: _____

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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