

Application for Renewal of Certificate

Arizona Department of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information and Instructions

- **Renewable Certificates:** This form may be used to apply for renewal of the following certificates: Standard Teaching, Administrative, School Counselor, School Psychologist, Speech-Language Pathologist, Athletic Coaching, Standard Adult Education or Native American Language. **Note:** A certificate with deficiencies may not be renewed. Please link to the [Deficiency Removal Information](#) if your certificate has allowable deficiencies.
- **Renewal Time-frame:** A certificate may be renewed six months prior to its expiration date and up to ten years after it expires. If your certificate has expired for more than ten years you must reapply for certification under the requirements in effect at the time of re-application.
- **Certificate Alignment:** Applicants who hold multiple renewable certificates may renew all certificates at one time in order to align the expiration date of each certificate. Certificates being aligned shall be renewed at the same time as the certificate that will expire first.

Application Checklist

Submit the following:

- A completed Application for Renewal.
 - Answer every background question, sign and date the application.
 - If you answer "Yes" to any of the background questions, you must submit a completed [Explanation of Incident form](#) for each incident, even if the incident was previously disclosed.
- A photocopy of your valid [Arizona Department of Public Safety Identity Verified Prints](#) (AZDPS IVP) fingerprint clearance card.
- Renewal fee: \$20 per certificate to be renewed or aligned. Payment may be made by:
 - Credit card (Visa or MasterCard) online via the AzEDCert Educator Portal with a \$2.00 convenience fee.
 - A check or money order made out to "Arizona Department of Education", if applying by mail or in person. Credit card payments may be accepted if applying in person. **Cash is not accepted.**
- Documentation that you meet the requirements for renewal. **Note: Documentation is not required if your certificate has expired for at least two years, but not more than ten years.**
 - **School District/Charter or Private School Verification of Professional Development:** In-service training hours may be verified by a superintendent or personnel director on pg. 4 of this application. Educators who are currently working in an Arizona public schools should have the district or school human resources office verify their professional development hours electronically through the AZEDCert Portal.
 - **Official transcript(s).** Electronic official transcripts must be sent directly by the college or university to Certification@azed.gov. Paper official transcripts must be original (no photocopies) and mailed in a sealed address to the Arizona Department of Education - Certification Unit.
 - **Approved Professional License:** Applicants may meet requirements for renewal with proof of one of the following: **1.** A valid professional license as a counselor, social worker, psychologist, or speech pathologist issued by the appropriate state agency in this state or in another state; or **2.** A valid National Board for Professional Teaching Standards certificate; or **3.** A valid Certificate of Clinical of Clinical Competence in Speech Pathology from the American Speech-Language-Hearing Association. **4.** A Nationally Certified School Psychologist Credential issued by the National Association.
 - **Other Documentation:** Please see the Professional Development Information on the next page for details on other documentation that may be used to verify professional development activities.
 - **Certificate has expired for 2 years:** Individuals who hold a renewable certificate that has expired for at least two (2) years, but not more than 10 years, and who are in good standing are not required to provide the documentation indicated above.

Renew online with



For more information visit

<https://www.azed.gov/educator-certification/azedcert>

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

APPLICATION FOR RENEWAL OF CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT
 Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

Professional Development Information

Renewable certificates may be renewed with proof of 15 clock hours of professional development activities for each year of the certificate term. *One semester hour of college coursework is equivalent to 15 clock hours of professional development activities. The clock hours or semester hours may be completed in various increments per year.

Professional Development Activities: Professional development must relate to Arizona academic or professional educator standards or apply toward the attainment of an additional Arizona certificate, endorsement or approved area, and may include training regarding suicide awareness and prevention; child abuse, human trafficking of children, and the sexual abuse of children, including warning signs that a child may be a victim of child abuse, human trafficking, or sexual abuses; screening, intervention, accommodation, use of technology and advocacy for students with reading impairments, including dyslexia; college and career readiness; or other training programs explicitly permitted or required by state law. Professional development shall consist of any of the following activities:

<u>Professional Development Activities:</u>	<u>Documentation Required:</u>
Academic courses related to education or a subject area taught in Arizona public schools.	Official transcripts from an accredited institution. Each semester hour of courses is equivalent to 15 hours of professional development.
District or school-sponsored in-service training specifically designed for professional development.	Written verification from the sponsoring district or school stating the dates of participation and number of clock hours earned.
Professional conferences and workshops related to the profession of teaching or the field of public education.	Conference agenda and a statement or certificate from the sponsoring organization noting clock hours earned in training sessions. Limited to 30 clock hours per year.
Business internship. Internship shall be based on an agreement between a business and a district or school with the stated objective of aligning teaching curriculum with workplace skills.	Written verification by the sponsoring business and district or school stating the dates of participation and number of clock hours earned. Limited to 80 clock hours.
Educational research. Research shall be sponsored by a research facility or an accredited institution or funded by a grant.	The published report of the research or verification by the sponsoring agency and a statement of the dates of participation and the number of clock hours earned.
Serving in a leadership role of a professional organization related to the profession of teaching or the field of public education.	Written verification by the governing body of the professional organization of the dates of service and clock hours earned. Limited to 30 clock hours per year.
Serving on a visitation team for a school accreditation agency.	Written verification from the accreditation agency of the dates of service and clock hours earned. Limited to 60 hours per year.

*Note: Applicants who are renewing an **Athletic Coaching** certificate must also submit documentation of valid certification in First Aid and CPR.

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

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.

**COMPLETE AND
SUBMIT THIS PAGE**

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SERVICE TYPES AND FEES

Renewal Fee: \$20 for each certificate to be renewed or aligned.

- Credit Card payments (Visa or MasterCard) are accepted in person at the Phoenix Certification Office or via the [AzEDCert Educator Portal](#) with a \$2.00 convenience fee.
- Payments by check and money order are accepted in person and via mail. Cash is not accepted.
- Fees are nonrefundable.

List the certificates that you would like to renew and/or align:

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