



REQUIREMENTS FOR THE INTERIM PRINCIPAL, PREK-12 CERTIFICATE

CERTIFICATE INFORMATION:

Interim Administrative certificates are issued in the areas of supervisor, principal, and superintendent. It entitles the holder to perform the duties described under the specific certificate. The certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. The candidate must be enrolled in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. The Principal certificate is required for all personnel who hold the title of principal, assistant principal, or perform the duties of a principal or assistant principal.

An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.

ADMINISTRATIVE REQUIREMENT CHECKLIST:

In order for our office to complete a Substantive review the following Administrative requirements must be submitted as described, if not, the processing of your application could be delayed. Application fees are non-refundable.

Initial Issuance of the Interim Principal, PreK-12 Certificate:

- Application & Fee:** Complete the [Application for An Interim Administrative Certificate](#) and submit the appropriate fee.
- IVP Fingerprint Card:** Submit a photocopy of your valid [Arizona Department of Public Safety](#) Identity Verified Prints (IVP) fingerprint card, (not the paper copy), with your application.
- Official Transcripts:** Request that your university/college submit official transcripts documenting a Bachelor's or more advanced degree directly to certification@azed.gov, or by mail to Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85001.
- Foreign Transcripts:** Request a course-by-course evaluation be completed by an approved Foreign Credential Evaluation Agency to identify the equivalent degree in the United States and submit them directly to certification@azed.gov.
 - Note: Transcripts submitted by the applicant via the online portal or by email are not considered official.
- Teaching Experience:** [Verification of Teaching Experience](#) form documenting 3 years of full-time teaching experience in grades K-12 submitted by the HR Department to certification@azed.gov.
- Program Verification Letter:** Letter of verification, signed by the dean or department chair of a college of education, indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
- District Verification Letter:** Letter of verification, signed by a District Superintendent or Personnel Director, indicating the holder of the interim certificate will be under the direct supervision of a certified administrator.

Extension of Interim Principal, PreK-12 Certificate:

The certificate may be extended yearly for no more than two (2) consecutive years.

- Application:** [Application to Extend an Interim Administrative Certificate](#) - There is NO FEE to extend this certificate.
- IVP Fingerprint Clearance Card:** Submit a photocopy of your valid [Arizona Department of Public Safety](#) Identity Verified Prints (IVP) fingerprint card, (not the paper copy), with your application.
- Initial Issuance:** Qualification for the initial issuance of the Interim Principal certificate.
- Official Transcripts:** Request that your university/college submit official transcripts documenting completion of the required coursework directly to certification@azed.gov, or by mail to Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85005.
- Program Verification Letter:** Letter of verification, signed by the dean or department chair of a college of education, indicating the certificate holder is making adequate progress in the Arizona State Board approved



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alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.

- District Verification Letter:** Letter of verification, signed by a District Superintendent or Personnel Director, indicating the holder of the interim certificate will be under the direct supervision of a certified administrator.

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.