

REQUIREMENTS FOR THE  
**INTERIM PRINCIPAL, PREK-12 CERTIFICATE**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

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

➤ **INTERIM PRINCIPAL, PREK-12 CERTIFICATE**

*The Principal certificate is required for all personnel who hold the title of Principal, Assistant Principal or perform the duties of principal or assistant principal.*

**Requirements for the Interim Principal, PreK-12 certificate – Year One:**

1. Completed [Application for An Interim Administrative Certificate](#)
2. Appropriate fee (See Application for An Interim Administrative Certificate)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card. For more information visit <http://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/>.
4. Official transcript(s) documenting a Bachelor's or more advanced degree from an accredited institution.
5. Three (3) years of verified full-time teaching experience in grades PreK-12. Submit [Verification of PreK-12 Teaching Experience](#) form to verify experience.
6. 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.
7. 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 THE INTERIM PRINCIPAL, PREK-12 CERTIFICATE**

*The certificate may be extended yearly for no more than two consecutive years.*

**Requirements for the extension of the interim certificate are:**

1. Completed [Application to Extend an Interim Administrative Certificate](#)
2. There is NO FEE to extend this certificate
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
4. Qualification for the initial issuance of the Interim Principal certificate.
5. 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 alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
6. Official transcript(s) documenting the required coursework completed from the administrator certification program.
7. 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.