



REQUIREMENTS FOR THE INTERIM SUPERINTENDENT, PREK-12 CERTIFICATE

CERTIFICATE INFORMATION:

Individuals who hold the title of Superintendent, Assistant Superintendent, or Associate Superintendent and who perform duties directly relevant to curriculum, instruction, certified employee evaluations, and instructional supervision may obtain a Superintendent certificate. The Interim Superintendent 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.

ADMINISTRATIVE REQUIREMENT CHECKLIST:

In order for our office to complete a 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 Superintendent, PreK-12 Certificate:

- Application & Fee:** Complete the [Application for An Interim Administrative Certificate](#) and submit the appropriate fee.
- IVP Fingerprint Card:** A photocopy of your valid [Arizona Department of Public Safety](#) Identity Verified Prints (IVP) fingerprint card, (not the paper copy of your prints).
- Official Transcripts:** Request that your university/college submit official transcripts documenting a Master'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:** A completed [Verification of PreK-12 Teaching Experience](#) form documenting 3 or more years of full-time teaching experience in grades PreK-12 **OR** a letter signed by a superintendent or personnel director, verifying three years of related education experience in a PreK-12 setting submitted by the HR Department to certification@azed.gov.
- Program Verification Letter:** A 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. Submit with the application.
- 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 an Arizona certified district superintendent or the county school superintendent. Submit with the application.

Extension of the Interim Superintendent, PreK-12 Certificate:

The certificate may be extended yearly for no more than two 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 Superintendent 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



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approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. Submit with the application.

- 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. Submit with the application.

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