



REQUIREMENTS FOR THE 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 the curriculum, instruction, certified employee evaluations, and instructional supervision *May Obtain a Superintendent Certificate* as delineated in Title 15 of the Arizona Revised Statutes. The certificate is valid for 12 years and is renewable.

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.

- Application & Fee:** Complete the [Application for Certification](#) 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 of your prints), with your application.
- 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 85005.
 - *Note:* Transcripts submitted by the applicant via the online portal or by email are not considered official. If you completed coursework or degree(s) from an institution outside the United States a course-by-course evaluation from a Department-approved agency is required. Please see the [Foreign Credential Evaluation Agencies Information](#) list for instructions.

➤ **Out-of-State Certificate/License:** If you hold a valid, comparable Superintendent certificate from another state submit a copy of the certificate with the above items. The additional items listed below are not required for applicants who qualify under Certification Reciprocity rules.

- Exams:** Submit a copy of your passing score on the required AEPA Administrator exam or appropriate documentation that you qualify for an exam waiver. (See Exam Requirements).
- Teaching Experience:** Verification of three (3) years full-time teaching experience in PreK-12. Forward the [Verification of PreK-12 Teaching Experience](#) form to your district/charter school HR office for completion and submission to certification@azed.gov. If you are using related education services experience, please submit a letter, on official letterhead, from the district/charter school superintendent or personnel director verifying your full-time experience.

Substantive Requirement Review:

Select Option A or B

Option A: Master's Degree, Coursework, Experience, and Exam

- A Master's or more advanced degree including at least 60 graduate semester hours from an accredited institution. **-AND-**
- Three (3) years of verified full-time teaching experience or related education services experience in grades Prekindergarten – 12. **-AND-**
- Official transcripts documenting completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance. **-AND-**
- Superintendent Practicum or Experience. Once of the following:
 - Official transcripts from an accredited institution documenting a practicum as a Superintendent.

-OR-

- Two years of verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten – 12. Submit a letter on official letterhead from the



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District Superintendent or Personnel Director to verify experience.

-AND-

- Superintendent Exam Requirement. Submit **one** of the following:
 - A passing score on the Arizona Educator Proficiency Assessment (AEPA) Superintendent Subtest I and II exam; **or**
 - Verification of three years of full-time experience as an administrator in any state, including Arizona. Submit a letter on official letterhead, completed and signed by a superintendent or personnel director, verifying your administrator experience to verify the required experience. **Note: Experience as an administrator in a foreign school will not be accepted. or**
 - Passing score on a substantially similar administrative exam from another state. Submit official score report and have reporting state complete and submit [Verification of Out of State Exams](#). (If you took a Praxis exam, request that your scores be reported by ETS to the state of Arizona 8517, in place of the Verification of Out of State Exam form.)

Option B: Certification Reciprocity

- The applicant holds a valid, comparable Superintendent certificate in another state and is in good standing with that other state. Submit a photocopy of your valid, comparable out-of-state Superintendent certificate and the official transcripts documenting completion of the administrator preparation program that qualified you for the out-of-state certificate.

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.

1-3-2022 Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code. Page 2 of 2
R7-2-606; R7-2-607; R-2-601.01; R7-2-616 (A)(D); R7-2-621