



REQUIREMENTS FOR THE INTERIM SUPERVISOR, 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. Verification of Structured English Immersion (SEI) training is required for initial issuance. Except for individuals who hold a valid Arizona Principal or Superintendent certificate, the Supervisor certificate is required for all personnel, whose primary responsibility is administering instructional programs, supervising certified personnel, or similar administrative duties.

An individual is not eligible to hold the interim administrative certificate more than once in five years.

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 Supervisor, PreK-12 Certificate:

- 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 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.
- Valid Certificate:** The applicant must hold an Arizona Early Childhood, Elementary, Middle School, Secondary, Special Education, Career and Technical Education, Arts Education PreK-12, or other professional certificate issued by the Arizona Department of Education.
- 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 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. 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.

Extension of the Interim Supervisor, PreK-12 Certificate:

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

- **Application:** Submit the [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 Supervisor certificate.



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- **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 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.

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.