

REQUIREMENTS FOR THE
INTERIM SUPERVISOR, 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. Verification of Structured English Immersion (SEI) training is required for initial issuance. An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.

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

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.

Requirements for the Interim Supervisor, PreK-12 certificate:

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. A valid Arizona Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education, Arts Education PreK-12, or other professional certificate issued by the Arizona Department of Education.
5. Official transcript(s) documenting a Bachelor's or more advanced degree from an accredited institution.
6. Three (3) years of verified full-time teaching experience or related education services experience in a PreK-12 setting. Submit [Verification of PreK-12 Teaching Experience](#) form or a letter signed by a District Superintendent or Personnel Director to verify experience.
7. Letter of verification indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
8. Letter of verification indicating the holder of the interim certificate shall be under the direct supervision of an Arizona certified district administrator or the appropriate County School Superintendent.

➤ **EXTENSION OF THE INTERIM SUPERVISOR, 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 Supervisor 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 completion of the required coursework from the administrator certification program.
7. A letter of verification indicating the holder of the interim certificate shall be under the direct supervision of an Arizona certified district administrator or the appropriate County School Superintendent.