



# REQUIREMENTS FOR THE STANDARD PROFESSIONAL SUPERVISOR, PREK-12 CERTIFICATE

## Certificate Information

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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. The certificate is valid for 12 years and may be renewed.

## Administrative Requirement Checklist

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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 & 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) with your application.
- Valid Certificate:** A valid Arizona Arts Education, Early Childhood, Elementary, Middle Grades, Secondary, Special Education, Career and Technical Education Certificate or other professional certificate issued by the Arizona Department of Education.
- Official Transcripts:** Request that your university/college submit official transcripts documenting a Master's or more advanced degree directly to [certification@azed.gov](mailto: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 Supervisor 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 reciprocity rules.

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

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### Option A or B

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

- Official transcripts documenting a Master's or more advanced degree from an accredited institution. **-AND-**
- Three (3) years of verified full-time teaching experience or related education services experience in grades Prekindergarten – 12.
- Official transcripts documenting completion of a program in educational administration including at least 18 graduate semester hours of educational administration courses that teach 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-**
- Administrative Practicum or Experience – One of the following:
  - Official transcript from an accredited institution documenting a practicum in educational administration. **-OR-**
  - Two years of verified educational administrative experience in grades Prekindergarten-12. Submit a letter on official letterhead submitted from the District Superintendent or Personnel



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Director to verify experience.

**-AND-**

- Administrator Exam Requirement – One of the following:
  - A passing score on the Arizona Educator Proficiency Assessment (AEPA) Supervisor, Principal or 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. **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 Supervisor certificate in another state and is in good standing with that other state. Submit the following a copy of 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.