Requirements for the
Standard Professional Secondary Certificate,
Grades 6-12
Arizona Department of Education – Certification Unit

Certificate Information:
This Certificate authorizes the holder to teach in grades 6-12 and must have a primary approved content area. Additional approved areas and endorsements may be added. This 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: Prepare and submit your application along with 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 our 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 85005.
☐ Foreign Transcripts: Request a course by course evaluation to be completed by an approved Foreign Credential Evaluation Agency to identify the equivalent degree in the United States, These need to be submitted directly to certification@azed.gov.

   o Note: Transcripts submitted by the applicant via the online portal or by email are not considered official.

--One of the following--

☐ Exams: Copy of your passing AEPA/NEA exam results or appropriate documentation that you qualify for an exam waiver. (See Exam Requirements). If you are submitting teaching experience, please have your HR complete the Verification of PreK-12 Teaching Experience form. The form needs to be submitted by the HR Department to certification@azed.gov.

--OR--

☐ Out-of-State Certificate/License: Submit a photocopy of your out-of-state certificate/license with your application.

Substantive Requirements – Coursework

Option A, B, or C

Option A: Teacher Preparation Program:

• Completion of a teacher preparation program in secondary education from a Board-approved educator preparation program or from an accredited institution offering substantially similar training, addressing the topics listed below and any others as required by law: Research-based instructional strategies for delivering differentiated reading instruction, assessment, intervention and remediation to support readers of varying ages and ability levels, including students with dyslexia; Instructional design and lesson planning, including modifications and accommodations; The learning environment, including classroom management; Developmentally appropriate instructional delivery, facilitation and methodologies; Assessing, monitoring and reporting progress; Teaching students with exceptionalities; Professional responsibility and ethical conduct; Twelve weeks of capstone experience as described in R7-2-604 in grades six through postsecondary, which may be completed during the valid period of a teaching intern or student teaching intern certificate.
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- Required Documentation: Official transcripts or an Arizona Institutional Recommendation (IR) documenting completion of the teacher preparation program.

- Completion of the United States and Arizona Constitution coursework from an accredited institution or the Constitution of the United States and Arizona exam, AZ033. (This is an allowable 3-year deficiency. *)
  - Required Documentation: Official transcripts or an Arizona Institutional Recommendation (IR) documenting completion of the teacher preparation program.

Option B: Teaching Experience and Coursework/Training. Both B-1 & B-2 are required.

- B-1 - Teaching Experience: Two (2) years of full-time teaching experience in grades 6 through postsecondary.
  - Required Documentation: A Verification of Teaching Experience form, completed and signed by the school Superintendent or Personnel/HR director, verifying completion of the required teaching experience.

- AND-

- B-2 - Coursework: Completion of Board approved or accredited coursework or trainings which teach the knowledge and skills described in Arizona Administrative Code R7-2-602 and address the following topics:
  - Research-based instructional strategies for delivering differentiated reading instruction, assessment, intervention and remediation to support readers of varying ages and ability levels, including students with dyslexia;
  - Instructional design and lesson planning, including modifications and accommodations;
  - The learning environment, including classroom management;
  - Developmentally appropriate instructional delivery, facilitation and methodologies;
  - Assessing, monitoring and reporting progress;
  - Teaching students with exceptionalities;
  - Professional responsibility and ethical conduct;
  - Completion of the United States and Arizona Constitution coursework from an accredited institution or the Constitution of the United States and Arizona exam, AZ033. (This is an allowable 3-year deficiency. *)
    - Required Documentation: Official transcripts sent directly to certification@azed.gov from the university/college.

Option C: Out-of-State Certification.

- The applicant holds a valid, comparable Secondary Education teaching certificate from another state and is in good standing with that other state. Applicants who qualify under this option are not required to meet the exam requirements listed under exam requirements.
  - Required Documentation: A photocopy of the valid, comparable teaching certificate from another state.

- Completion of the United States and Arizona Constitution coursework from an accredited institution or the Constitution of the United States and Arizona exam, AZ033. (This is an allowable 3-year deficiency. *)
  - Required Documentation: Official transcripts submitted to Certification@azed.gov from your institution or a photocopy of the official NES or AEPA score report

*Allowable Deficiencies:

- If you otherwise qualify but are deficient in the Phonics, Dyslexia, and/or Ethics requirements, you have three years from the issuance of the certificate fulfill these requirements. If you are unable to fulfill one or more of these requirements within the allowable timeframe, the certificate will be placed on a non-disciplinary suspension until the deficiency is corrected.
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- If you otherwise qualify but are deficient in the United States and/or Arizona Constitution requirements you have 1 or 3 years from the issuance of the certificate to fulfill these requirements. If you are unable to fulfill one or more of these requirements within the allowable timeframe, the certificate will be placed on a non-disciplinary suspension until the deficiency is corrected.

Substantive Requirements – Exams:

Professional Knowledge Exam Requirement. One of the following (Option A, B, C or D):

- **Option A - NES/AEPA:** A passing score on the [AEPA/NES](https://www.azed.gov) Assessment of Professional Knowledge-Secondary Education (NT052)
  - **Required Documentation:** Submit a photocopy of the official AEPA or NES score report.

- **Option B - Out of State Exam:** Passing score on a substantially similar professional knowledge exam from another state.
  - **Required Documentation:** Submit an official score report and have reporting state complete and submit [Verification of Out of State Exams](https://www.azed.gov). (If you took a Praxis exam, request that your scores be reported to the state of Arizona 8517, in lieu of the Verification of Out of State Exam form.)

- **Option C - NBPTS:** A valid comparable certificate from the National Board for Professional Teaching Standards (NBPTS).
  - **Required Documentation:** Submit a photocopy of the NBPTS certificate.

- **Option D - Teaching Experience:** Three years of full-time teaching experience in any state, including Arizona, in grades K-8. Experience teaching in a foreign school or substitute experience does not meet this requirement.
  - **Required Documentation:** A [Verification of Teaching Experience](https://www.azed.gov) form, completed, signed and submitted by the District Superintendent or Personnel/HR Director, to certification@azed.gov, verifying the required teaching experience.

-AND-

Subject Knowledge Exam Requirement. One of the following (Option A, B, C, D, E, F or G):

- **Option A - AEPA/NES:** A passing score on the [AEPA/NES](https://www.azed.gov) Subject Knowledge Exam in the requested subject area.
  - **Required Documentation:** Submit a photocopy of the passing score report.

- **Option B - Out-of-State Exam:** Passing score on a substantially similar subject knowledge exam from another state.
  - **Required Documentation:** Submit an official score report and have reporting state complete and submit [Verification of Out of State Exams](https://www.azed.gov). (If you took a Praxis exam, request that your scores be reported to the state of Arizona 8517, in lieu of the Verification of Out of State Exam form.)

- **Option C - Coursework:** Completion of 24 semester hours of coursework form an accredited institution in a subject area in which an AEPA/NES exam has not been adopted.
  - **Required Documentation:** Official transcripts sent to certification@azed.gov by your university/college.

- **Option D - NBPTS:** A valid comparable certificate from the National Board for Professional Teaching Standards.
  - **Required Documentation:** Submit a photocopy of the NBPTS certificate.

- **Option E - Degree in the Subject:** A Bachelor’s, Master’s, or Doctorate degree from an accredited institution in subject area.
  - **Required Documentation:** Official transcripts sent to certification@azed.gov by your university/college.

- **Option F - Teaching Experience:** Verification of three years of full-time teaching experience in any state, including Arizona, in the appropriate subject area. To qualify for a waiver of an AEPA or NES exam in the subject...
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areas of Science, Social Studies, Mathematics, or English the three years of full-time teaching experience must be in grades 9-12. Note: Experience teaching in a foreign school or substitute work does not meet this requirement.

- Required Documentation: A Verification of Teaching Experience form, completed and signed by the District Superintendent or Personnel/HR Director verifying the required teaching experience.

• Option G - Post-Secondary Teaching: Experience teaching courses relevant to the subject area for the last two consecutive years and for a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions.

- Required Documentation: A letter(s) on official letterhead from the college or university Department Chair, Dean, or Personnel Director, verifying postsecondary teaching experience for the specific durations.

• Option H - Work Experience: Demonstration of expertise in subject area through five years of relevant work experience.

- Required Documentation. One of the following:
  - A letter on official letterhead from a public-school Superintendent or Personnel/HR Director verifying that you have five years of work experience which demonstrates expertise in the subject area -OR-
  - A resume which details work experience of at least five years which demonstrates expertise in the subject area. Note: The Department will review your resume to determine if you have demonstrated expertise through five years of relevant work experience.