



Requirements for the Standard Professional Secondary – Grades 6-12 Certificate

Arizona Department of Education – Certification Unit

Standard Professional Secondary, 6-12 Certificate

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

Requirements for the Standard Professional Secondary, 6-12 are:

1. **Application:** Submission of a completed [Application for Certification](#) and the appropriate fee (see Application for Certification).
2. **AZDPS IVP fingerprint clearance card:** A photocopy of your valid [Arizona Department of Public Safety Identity Verified Prints \(IVP\)](#) fingerprint clearance card.
3. **Bachelor's degree:** A Bachelor's or more advanced degree from an accredited college or university.
 - *Required Documentation:* Official transcript(s) posting the degree and date awarded.
4. **One of the following (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
 - *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 of the following:
 - B-1.** Two (2) years of full-time teaching experience in grades six 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.** 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:
 - a. 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;
 - b. Instructional design and lesson planning, including modifications and accommodations;
 - c. The learning environment, including classroom management;
 - d. Developmentally appropriate instructional delivery, facilitation and methodologies;
 - e. Assessing, monitoring and reporting progress;
 - f. Teaching students with exceptionalities;
 - g. Professional responsibility and ethical conduct;
 - *Required Documentation:* Official transcript(s) documenting completion of the coursework or trainings.



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Option C. Out-of-State Certification. The applicant holds a valid, comparable Secondary 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 # 5 and #6.

- *Required Documentation:* A photocopy of the valid, comparable teaching certificate from another state.

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

Option A. NES/AEPA: A passing score on the AEPA or NES Assessment of Professional Knowledge-Secondary exam.

- *Required Documentation:* A photocopy of the score report.

Option B. Out-of-State Exam: A passing score on a substantially similar Professional Knowledge-Secondary examination from another state or agency.

- *Required Documentation:* An original, official score report, or a verification letter from the state agency that accepted the exam, documenting that you passed the exam.

Option C. NBPTS: A valid comparable certificate from the National Board for Professional Teaching Standards (NBPTS).

- *Required Documentation:* A photocopy of the NBPTS certificate.

Option D. Teaching Experience: Three years of full-time teaching experience in any state, including Arizona, in grades 6-12 *Note:* Experience teaching in a foreign school 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.

6. Subject Knowledge Exam Requirement. One of the following:

Options A and B apply to subject areas in which an Arizona Teacher Proficiency Assessment has been adopted.

Option A. AEPA/NES: A passing score on the AEPA or NES Secondary Subject Knowledge in exam in the requested subject area.

- *Required Documentation:* A photocopy of the passing score report.

Option B. Out-of-State Exam: A passing score on a substantially similar Secondary Subject Knowledge exam from another state or agency.

- *Required Documentation:* An original, official score report, or verification letter from the state agency that accepted the exam, documenting that you passed the substantially similar exam.

*Option C applies to subject areas in which an Arizona Teacher Proficiency Assessment has **not** been adopted.*

Option C. Coursework: Completion of 24 semester hours of coursework from an accredited institution in a subject area in which an AEPA/NES exam has not been adopted.

- *Required Documentation:* Official transcripts documenting the coursework.

Option D, E, F, G, and H may substitute for either the AEPA/NES exam or the 24 semester hours of coursework.

Option D. NBPTS: A valid comparable certificate from the National Board for Professional Teaching Standards.

- *Required Documentation:* 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 the subject area.



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- *Required Documentation:* Official transcripts documenting the degree.

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 areas of Science, Social Studies, Mathematics or English the three years of full-time experience teaching the subject must be in grades 9-12. *Note:* Experience teaching in a foreign school 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) 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 the subject area through five years of relevant work experience.

- *Required Documentation.* One of the following:
 - A letter from a public school Superintendent or Personnel/HR Director verifying that they have five years of work experience which demonstrates expertise in the subject area; **-OR-**
 - A resume showing 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 your work experience.

Options I and J may substitute for 24 semester hours of coursework in a foreign or Native American language when an AEPa or NES exam has not been adopted in the specified language.

Option I. ACTFL: A passing score of Advanced Low on the American Council on the Teaching of Foreign Languages (ACTFL) for the speaking and writing exams may be used in lieu of 24 semester hours of coursework if an NES/AEPa language assessment is not offered.

- *Required Documentation:* An official score report documenting a passing score on the ACTFL speaking and writing exam.

Option J. Native American Language Proficiency: Verification of Native American language proficiency may be used in lieu of 24 semester hours of coursework.

- *Required Documentation:* A letter on official letterhead from a person(s) or entity designated by the appropriate tribe verifying proficiency in the Native American Language.

Requirements # 7, #8, #9, and #10 are **allowable deficiencies** which must be completed in the specified timeframe.

The following requirements must be completed within **one year** or **three years** to maintain the validity of the certificate:

- 7. Arizona Constitution:** A college course or the appropriate examination covering the provisions and principles of the Arizona Constitution.
- 8. U.S. Constitution:** A college course or the appropriate examination covering the provisions and principles of the United States Constitution.



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9. **Dyslexia:** A college course or Board approved or accredited training in 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. *Note:* Applicants who qualify under Certification Reciprocity are exempt from this requirement.
10. **Ethics:** college course or Board approved or accredited training in in professional responsibility and ethical conduct.

Arizona and U.S. Constitution Requirements: If you otherwise qualify but are deficient in the Arizona Constitution and/or U.S. Constitution, you have **three years** under a valid teaching certificate to fulfill these requirements, except that if you are certified to teach an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the Arizona and U.S. Constitution requirements. *

Dyslexia and Ethics Requirements: If you otherwise qualify but are deficient in the Phonics, Dyslexia, and/or Ethics requirements, you have **three years** under a valid teaching certificate to fulfill these requirements. *

****NOTE:** If you do not complete the allowable deficiency requirements within the allowable time frame, your Standard teaching certificate will be **temporarily suspended** and will not be valid for employment until the deficiency is corrected. A temporary suspension for failure to meet these requirements is not considered a disciplinary action and a person shall be allowed to correct the deficiency within the remaining timeframe of the certificate. **