



# Requirements for the Bilingual Education, PreK-12 Endorsement

## Arizona Department of Education – Certification Unit

### Endorsement Information:

---

The Bilingual endorsement authorizes the holder for the position of a bilingual classroom teacher, bilingual resource teacher, bilingual specialist, or otherwise responsible for providing bilingual instruction. The holder of a full Bilingual Endorsement is also authorized to teach English as a Second Language or in a Structured English Immersion setting.

### Administrative Requirement Checklist:

---

The following items are required by the Certification Unit to complete a Substantive review. The Administrative requirements must be submitted as described; if not, the processing of your application could be delayed. Application fees are non-refundable.

- Application & Fee:** Complete the [Application for Certification](#) and submit it 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 your application.
- Prerequisite Certificate.** You must hold a valid Arizona Early Childhood, Elementary, Middle Grades, Secondary, Special Education, Career and Technical Education, PreK-12 Teaching, Subject Matter Expert, Supervisor, Principal, or Superintendent Certificate to apply for this endorsement.
- Out-of-State Certificate/License:** If you hold a valid, comparable Bilingual certificate or endorsement from another state submit a copy of the certificate with the above items. The additional documents listed below are not required for applicants who qualify under Certification Reciprocity rules.
- Language Proficiency:** Appropriate documentation to show proof of proficiency in a spoken language other than English (see Substantive Requirements);
- Official Transcripts:** Request that your university/college submit official transcripts documenting the required coursework 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](#) for instructions.
- Teaching Experience (if applicable):** If you are using teaching experience to meet specified requirements, please forward the [Verification of Teaching Experience](#) form to your district/charter school HR office for completion and submission to [Certification@azed.gov](mailto:Certification@azed.gov) .

### Substantive Requirements - Provisional Bilingual Endorsement

---

The provisional endorsement is valid for 3 years and is not renewable. The requirements are:

1. **Prerequisite Certificate:** A valid Arizona Elementary, Secondary, Special Education, Career and Technical Education, Early Childhood, Arts Education Prek-12, PreK-12 Physical Education, Subject Matter Expert, Supervisor, Principal or Superintendent Certificate.
2. **Language Proficiency:** Proficiency in a spoken language other than English or sign language, verified by **one** of the following:
  - **Arizona Classroom Spanish Proficiency Exam:** Verification from the language department at Arizona State University or the University of Arizona that you passed the Arizona Classroom Spanish Proficiency Examination approved by the Board;
  - **AEP/NES:** A passing score on a foreign language subject knowledge portion of the Arizona Educator Proficiency Assessment (AEPA) or National Evaluation Series (NES) exam;
  - **Out-of-State Exam:** A passing score on a substantially similar foreign language exam from another state or agency.
  - **ACTFL:** An official score report documenting a minimum passing score of "Advanced Low" on the



# Requirements for the Bilingual Education, PreK-12 Endorsement

## Arizona Department of Education – Certification Unit

American Council on the Teaching of Foreign Languages (ACTFL) Speaking and Writing exam in the foreign language.

- **Exam not offered:** If an exam in the language is not offered through the Arizona Teacher Proficiency Assessments or the American Council on the Teaching of Foreign Languages, proficiency may be verified by the language department of an accredited institution.
- **Native American Language:** A letter from an official designated by the appropriate tribe verifying proficiency in an American Indian language.
- **ASL Coursework:** Official transcripts documenting 24 semester hours of courses in American Sign Language.
- **NBPTS:** A valid comparable certificate in the foreign language from the National Board for Professional Teaching Standards.
- **Degree:** Official transcripts documenting a Bachelor's, Master's, or Doctorate degree in the foreign language from an accredited institution.
- **Teaching Experience:** Verification of three years of full-time teaching experience in any state, including Arizona, in a single subject, foreign language classroom. **Note:** Experience teaching in a foreign school does **not** meet this requirement.
- **Postsecondary Teaching:** Verification that the applicant taught courses relevant to the foreign language for the last two consecutive years, and a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions. Submit a verification letter from a department chair, dean, or personnel director, verifying your employment for the specific durations from one or more qualifying postsecondary institutions.
- **Work Experience:** Demonstration of expertise in the foreign language through five years of relevant work experience. Submit one of the following:
  - A letter, on official letterhead, from a superintendent or personnel director verifying that the applicant demonstrates knowledge or skill in the subject area that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in the foreign language through five years of work experience, as identified in a resume; **or**
  - A letter, on official letterhead, from a public or private school superintendent or personnel director in this state or another state, verifying that the applicant has five years of experience teaching the most advanced Arizona academic standards, or comparable out-of-state standards, in the foreign language; **or**
  - If an applicant is unable to obtain a letter from a superintendent or personnel director described above, the applicant may submit a letter (on official company letterhead) from a current or former supervisor detailing their work experience. The Department will review the letter to determine if the applicant has five years of work experience that demonstrates knowledge and skills in the foreign language that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in that subject area.

## Substantive Requirements - Full Bilingual Endorsement

---

The full Bilingual endorsement shall be automatically renewed with the certificate on which it is posted. The requirements are:

1. **Prerequisite certificate:** A valid Arizona Elementary, Secondary, Special Education, Career and Technical Education, Early Childhood, Arts Education Prek-12, PreK-12 Physical Education, Subject Matter Expert, Supervisor, Principal or Superintendent Certificate.
2. **Option A, B, or C. One** of the following:
  - **Option A** - Completion of a bilingual education program from an accredited institution.
  - **Option B** - Completion of the following Bilingual Education courses:
    - 3 semester hours of foundations of instruction for non-English-language-background students
    - 3 semester hours of bilingual methods
    - 3 semester hours of English as a Second Language for bilingual settings
    - 3 semester hours of courses in bilingual materials and curriculum; assessment of limited-English-



# Requirements for the Bilingual Education, PreK-12 Endorsement

## Arizona Department of Education – Certification Unit

proficient students; teaching reading and writing in the native language, or English as a Second Language for bilingual settings

- 3 semester hours of linguistics to include psycholinguistics, sociolinguistics, first language acquisition, and second language acquisition for language minority students; or American Indian language linguistics
- 3 semester hours of courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students
- 3 semester hours of courses in methods of teaching and evaluating handicapped children from non-English-language backgrounds. These hours are only required for bilingual endorsements on special education certificates.

- **Option C – Out-of-State Certificate/License.** The applicant holds a valid, comparable Bilingual certificate or endorsement from another state and is in good standing with that other state. Submit a photocopy of your out-of-state certificate or endorsement.

**NOTE:** Applicants who qualify under Option C are not required to meet Requirement # 3 and # 4.

3. **Practicum or Experience:** Official transcripts documenting a bilingual education practicum or two years of verified full-time bilingual teaching experience.

4. **Language Proficiency:** Proficiency in a spoken language other than English or sign language, verified by one of the following:

- **Arizona Classroom Spanish Proficiency Exam:** Verification from the language department at Arizona State University or the University of Arizona that you passed the Arizona Classroom Spanish Proficiency Examination approved by the Board;
- **AEPA/NES:** A passing score on a foreign language subject knowledge portion of the Arizona Educator Proficiency Assessment (AEPa) or National Evaluation Series (NES) exam;
- **Out-of-State Exam:** A passing score on a substantially similar foreign language exam from another state or agency.
- **ACTFL:** An official score report documenting a minimum passing score of "Advanced Low" on the American Council on the Teaching of Foreign Languages (ACTFL) Speaking and Writing exam in the foreign language.
- **Exam not offered:** If an exam in the language is not offered through the Arizona Teacher Proficiency Assessments or the American Council on the Teaching of Foreign Languages, proficiency may be verified by the language department of an accredited institution.
- **Native American Language:** A letter from an official designated by the appropriate tribe verifying proficiency in an American Indian language.
- **ASL Coursework:** Official transcripts documenting 24 semester hours of courses in American Sign Language.
- **NBPTS:** A valid comparable certificate in the foreign language from the National Board for Professional Teaching Standards.
- **Degree:** Official transcripts documenting a Bachelor's, Master's, or Doctorate degree in the foreign language from an accredited institution.
- **Teaching Experience:** Verification of three years of full-time teaching experience in any state, including Arizona, in a single subject, foreign language classroom. **Note:** Experience teaching in a foreign school does not meet this requirement.
- **Postsecondary Teaching:** Verification that the applicant taught courses relevant to the foreign language for the last two consecutive years, and a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions. Submit a verification letter from a department chair, dean, or personnel director, verifying your employment for the specific durations from one or more qualifying postsecondary institutions.
- **Work Experience:** Demonstration of expertise in the foreign language through five years of relevant work experience. Submit one of the following:



## Requirements for the Bilingual Education, PreK-12 Endorsement Arizona Department of Education – Certification Unit

- A letter, on official letterhead, from a superintendent or personnel director verifying that the applicant demonstrates knowledge or skill in the subject area that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in the foreign language through five years of work experience, as identified in a resume; or
- A letter, on official letterhead, from a public or private school superintendent or personnel director in this state or another state, verifying that the applicant has five years of experience teaching the most advanced Arizona academic standards, or comparable out-of-state standards, in the foreign language; or
- If an applicant is unable to obtain a letter from a superintendent or personnel director described above, the applicant may submit a letter (on official company letterhead) from a current or former supervisor detailing their work experience. The Department will review the letter to determine if the applicant has five years of work experience that demonstrates knowledge and skills in the foreign language that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in that subject area.

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