



# Requirements for the Dance, PreK-12 Endorsement

## Arizona Department of Education – Certification Unit

### Endorsement Information:

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This Endorsement authorizes the holder to teach Dance in PreK-12. The endorsement shall be automatically renewed with the certificate on which it is posted.

### Administrative Requirement Checklist:

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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:** A valid Arizona Elementary, Middle Grades, Secondary or Special Education Certificate.

#### --One of the following--

- 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](#) list for instructions.

#### -AND-

- Subject Knowledge Proficiency:** Submit a copy of your passing AEPA/NEA exam results or appropriate documentation that you meet the subject knowledge requirement. (See Substantive Requirements).

#### -OR-

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

### Substantive Requirements

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1. **Prerequisite Certificate:** An Arizona Elementary, Middle Grade, Secondary, or Special Education certificate.

2. **Option A or B**

**Option A: Coursework and Subject Knowledge Proficiency**

- **Coursework:**
  - One course in the methods of teaching Dance at the elementary level.
  - One course in the methods of teaching Dance at the secondary level.

#### -AND-

- **Subject Knowledge Proficiency. One of the following.**
  - **Coursework:** A minimum of 30 semester hours of courses in Dance, which may include the required methods of teaching the subject.
  - **Arizona Educator Exam:** A passing score on the [AEPA](#) Subject Knowledge: Dance exam.
  - **Out-of-State Exam:** A passing score on a substantially similar Subject Knowledge Dance examination from another state or agency. Submit the official score report and have the state educator licensure agency complete and submit [Verification of Out of State Exams form](#). If you took a Praxis exam, request that your scores be reported by ETS to the Arizona Department of Education (8517), in lieu of the Verification of Out-of-State Exam form.



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- **NBCT:** A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a copy of the certificate.
- **Degree:** A Bachelor's, Master's, or Doctorate degree from an accredited institution in Dance. Official transcript(s) required.
- **Teaching Experience:** Three (3) years of full-time teaching experience in any state, including Arizona, in Dance, grades PreK through 12. Submit a [Verification of Teaching Experience](#) form, signed and completed by the district superintendent or personnel director, to verify teaching experience. *Note: Teaching experience in a foreign country will **not** be accepted.*
- **Post-Secondary Teaching:** Experience teaching courses relevant to **Dance** 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. Submit a verification letter from a department chair, dean, or personnel director, verifying employment for the specific durations from one or more qualifying postsecondary institutions.
- **Work Experience:** Demonstration of expertise in **Dance** 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 Dance 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 in 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 Dance; **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 Dance that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in that subject area.

### **Option B: Out-of-State Certificate or Endorsement:**

- The applicant holds a valid, comparable Dance PreK-12 certificate or endorsement from another state and is in good standing with that other state. Submit a copy of the certificate.