



# Requirements for the English as a Second Language, PreK-12 Endorsement

## Arizona Department of Education – Certification Unit

### Endorsement Information:

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The English as a Second (ESL) Endorsement authorizes the holder to teach one or more English language learners in the area they are appropriately certified. The ESL endorsement also authorizes the holder to teach in a Structured English Immersion setting.

### 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 Early Childhood, 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.

#### --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.

#### -OR-

- Out-of-State Certificate/License:** Submit a photocopy of your valid, comparable out-of-state certificate or license from another state.

### Substantive Requirements - Provisional ESL Endorsement

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

1. A valid Arizona Early Childhood, 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. Three-semester hours of ESL methods.
3. Three-semester hours of ESL courses towards the full endorsement. (Second language learning experience courses are not applicable).

### Substantive Requirements - Full ESL Endorsement

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The full endorsement shall be automatically renewed with the certificate on which it is posted. All requirements (1, 2, 3, and 4) must be met. The requirements are:

1. 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.



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2. One of the following (Option A, B, or C)
  - A. Completion of an ESL education program from an accredited institution.
  - B. The following courses:
    - 3 semester hours of courses in foundations of instruction for non-English-language-background students. 3 semester hours of courses in the nature and grammar of the English language, taken before January 1, 1999, may be substituted for this requirement
    - 3 semester hours of ESL methods
    - 3 semester hours of teaching of reading and writing to limited-English-proficient students
    - 3 semester hours of assessment of limited-English-proficient students
    - 3 semester hours of 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
  - C. A valid ESL certificate or endorsement from another state **NOTE:** Individuals who hold a valid ESL certificate or endorsement from another state are **not** required to meet requirements # 3 and #4.
3. ESL Practicum or Experience. One of the following (Option A or B).
  - A. Official transcripts documenting three (3) semester hours of practicum; **or**
  - B. Two (2) years of full-time ESL or Bilingual teaching experience. 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).
4. Second language learning experience, which may include sign language, documented by any of the following:
  - 6 semester hours of courses in a single second language, or the equivalent, verified by the department of language, education, or English at an accredited institution
  - Completion of intensive language training by the Peace Corps, the Foreign Service Institute, or the Defense Language Institute
  - Placement by the language department of an accredited institution in a third semester level
  - Placement at level 1-intermediate/low or more advanced score on the Oral Proficiency Interview, verified by the American Council for the Teaching of Foreign Languages
  - Passing score on the Arizona Classroom Spanish Proficiency Examination approved by the Board **or**
  - Proficiency in an American Indian language, verified by an official designated by the appropriate tribe
  - A passing score on a foreign language subject knowledge portion of the Arizona Educator exam ([NES or AEPA](#)), or substantially similar foreign language exam from another state.

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