



Requirements for the Elementary Foreign Language, K - 8 Endorsement

Arizona Department of Education – Certification Unit

Endorsement Information:

This Endorsement authorizes the holder to teach a foreign language in grades K-8. This Endorsement shall automatically renew with the certificate on which it is attached.

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:** A valid Arizona Elementary, Middle School, 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, 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 instruction

-AND-

- Language Proficiency:** A letter on official letterhead signed by the designated official, verifying proficiency in a world language other than English.

-OR-

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

Substantive Requirements – Elementary Foreign Language, K-8

1. A valid Arizona Elementary Middle Grades, Secondary, or Special Education teaching certificate.
2. One of the following (Option A or B)
 - Option A: Verification Letter and Coursework**
 - A letter on official letterhead from the appropriate language department of an accredited institution verifying proficiency in speaking, reading, and writing a language other than English. American Indian language proficiency shall be verified by an official designated by the appropriate tribe; **and**
 - Three (3) semester hours in methods for teaching a foreign language at the elementary level.
 - Option B: Out-of-State Certificate/License**
 - The applicant holds a valid, comparable Elementary Foreign Language, K-8 endorsement in another state and is in good standing in that other 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