



Requirements for the Music PreK-12 Endorsement

Arizona Department of Education – Certification Unit

Certificate Information:

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

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 Grades, Secondary or Special Education Certificate.
- 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.
- Foreign Transcripts:** If submitting foreign transcripts, request a course-by-course evaluation to be completed by an approved [Foreign Credential Evaluation Agency](#) to identify the equivalent degree/coursework in the United States. These need to be submitted by the agency directly to certification@azed.gov.
 - *Note:* Transcripts submitted by the applicant via the online portal or by email are not considered official.

--One of the following--

- 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

Option A or B:

- **Valid Certificate:** An Arizona Elementary, Middle Grade, Secondary, or Special Education certificate.

Option A:

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

-AND-

- **Subject Knowledge: One of the following.**
 - **Coursework:** A minimum of 30 semester hours of courses in Music, which may include the required methods of teaching the subject courses.
 - **Exam:** A passing score on the NES/AEPA Subject Knowledge Music exam.
 - **Out-of-State Exam:** A passing score on a substantially similar Subject Knowledge Music examination from another state or agency. The [Verification of Out-of-State Exams](#) was completed and submitted to Certification@azed.gov by the state agency that accepted the exam. If you passed a substantially similar Praxis exam, submit a copy of the score report and request that scores be reported by ETS to the Arizona Department of Education (8517).



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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 Music. Official transcript(s) are required.
- **Teaching Experience:** Three (3) years of full-time teaching experience in any state, including Arizona, in Music, 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 Music 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 employment for the specific durations from one or more qualifying postsecondary institutions.
- **Work Experience:** Demonstration of expertise in Music 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 Music 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 Music; **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 Music 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 Music PreK-12 certificate from another state and is in good standing with that other state. Submit a photocopy of your out-of-state certificate or endorsement