



# Requirements for the Standard Adult Education Certificate

## Certificate Information:

This certificate authorizes the holder to teach Adult Basic Education, Adult Secondary Education, English Language Acquisition for Adults, or Citizenship. The Standard certificate is valid for 12 years and is renewable.

## Administrative Requirement Checklist:

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In order for our office to complete a Substantive review the following 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 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.
- Official Transcripts:** Request that your university/college submit official transcripts documenting a Bachelor's degree or more advanced degree 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.
- Foreign Transcripts:** Request a course-by-course evaluation completed by an approved [Foreign Credential Evaluation Agency](#) to identify the equivalent degree in the United States, then submitted them directly to [certification@azed.gov](mailto:certification@azed.gov).
  - *Note:* Transcripts submitted by the applicant via the online portal or by email are not considered official.

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