



Requirements for the Library - Media Specialist, PreK-12, Endorsement Arizona Department of Education – Certification Unit

Endorsement Information:

This Library-Media Specialist, PreK-12 endorsement is optional but may be required by local governing boards. This 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 clearance card, (plastic card) with your application.
- Prerequisite Certificate:** A valid Arizona elementary, secondary early childhood, or special education certificate.

➤ **Out-of-State Certificate/License:** If you hold a valid, comparable Library-Media Specialist certificate or endorsement from another state, submit a copy of the certificate with the above items. The additional documents listed below are not required for applicants who qualify under reciprocity rules.

- Teaching Experience:** Verification of one (1) year of full-time teaching experience. Please forward the [Verification of PreK-12 Teaching Experience](#) form to your district/charter school human resources office. The form must be submitted by the HR Department to certification@azed.gov.
- Subject Knowledge Proficiency:** Submit a copy of your passing [AEP/NES](#) School Library Media Specialist (NT502) exam results or appropriate documentation to qualify for an exam waiver (see substantive requirements). If you are using a degree in Library Science to waive the exam, please 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 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.

Substantive Requirements

The requirements for the Library Media-Specialist, PreK-12 Endorsement are:

1. **Prerequisite Certificate:** A valid Arizona Early Childhood, Elementary, Middle Grades, Secondary, or a Special Education Certificate.
2. **Option A or B:**
 - Option A: Teaching Experience and Subject Knowledge Proficiency**
 - **Teaching Experience:** One year of verified full-time teaching experience.
 - AND-
 - **Subject Knowledge Proficiency. One** of the following:
 - **Arizona Educator Exam:** A passing score on the AEP/NES School Library Media Specialist portion of the Arizona Educator Exam.
 - **Out-of-State Exam:** A passing score on a substantially similar exam 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.
 - **NBPTS:** A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a copy of the certificate



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- **Degree in Library Science:** A Bachelor's, Master's, or Doctorate degree from an accredited institution in Library Science. Official transcript(s) required.
 - **Teaching Experience:** Three (3) years of full-time teaching experience in any state, including Arizona, in a Library-Media Specialist position, grades PreK through 12. **Note: Teaching experience in a foreign country will not be accepted.** Please forward the [Verification of PreK-12 Teaching Experience](#) form to your district/charter school human resources office. The form must be submitted by the HR Department to certification@azed.gov.
 - **Post-Secondary Teaching:** Experience teaching courses relevant to Library Science 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 as a library media specialist through five years of relevant work experience. Submit one of the following:
 - **Option 1: District/Charter School Letter.** 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 that subject area through five years of work experience, as identified in a resume; or
 - **Option 2: District/Charter/Private School Letter.** 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 the subject area sought; or
 - **Option 3: Employer Letter.** 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 the requested subject area 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 Library-Media Specialist certificate or endorsement from another state and is in good standing with that other state. Submit a photocopy of your comparable out-of-state certificate.

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