

REQUIREMENTS FOR  
**LIBRARY-MEDIA SPECIALIST, PREK-12 ENDORSEMENT**

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **Library-Media Specialist Endorsement**

*The endorsement shall be automatically renewed with the certificate on which it is posted.*

**Requirements for the Library-Media Specialist endorsement are:**

1. Completed [Application for Certification](#)
2. Appropriate fee (see Application for Certification)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
4. A valid Arizona Early Childhood, Elementary, Secondary or Special Education certificate.
5. Option A or B.

**A. Coursework and Subject Knowledge. (All requirements A-1 through A-2 must be met.):**

A-1. One year of verified full-time teaching experience. Submit a [Verification of Teaching Experience](#) form signed by the District Superintendent or Personnel Director to verify teaching experience.

A-2. Subject Knowledge Competency. **One of the following:**

- a. **Exam:** A passing score on the School Library Media Specialist portion of the Arizona Educator Exam.
- b. **Out-of-State Exam:** A passing score on a substantially similar Subject Knowledge School Library Media Specialist examination from another state or agency. Submit the original score report at time of application
- c. **NBCT:** A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a copy of the certificate.
- d. **Degree in Library Science:** A Bachelor's, Master's, or Doctorate degree from an accredited institution in Library Science. Official transcript(s) required.
- e. **Teaching Experience:** Three (3) years of full-time teaching experience in any state, including Arizona, in Library Science, 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.*
- f. **Post-Secondary Teaching:** Experience teaching courses relevant to Library Science for the last two consecutive years, and for 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.
- g. **Work Experience:** Demonstration of expertise in Library Science through five years of relevant work experience. "Work experience" means work experience identified in the submission of a resume verified by a hiring public school superintendent or personnel director or the Department of Education which demonstrates knowledge or skills relevant to the subject area.

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**B. Out-of-State Certificate or Endorsement**

B-1: 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.