



Requirements for the Cooperative Education, K-12 Endorsement Arizona Department of Education – Certification Unit

Endorsement Information:

The Cooperative Education, K-12 Endorsement is required for individuals who coordinate or teach Career and Technical Cooperative Education. 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 card, (not the paper copy), with your application.
- Prerequisite Certificate:** A valid Arizona Standard Career and Technical Education (CTE) 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](#) list for instructions.

-OR-

- Out-of-State Certificate/License:** Submit a photocopy of your valid, comparable out-of-state certificate/license.

Substantive Requirements

Prerequisite Certificate: A valid Arizona Standard CTE Certificate.

-AND-

Option A or B:

Option A:

- One course in Career and Technical Education.

Option B:

- The applicant holds a valid comparable Cooperative Education certificate or endorsement from another state and is in good standing with that other state. Submit a photocopy of your out-of-state certificate or endorsement.

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