



Requirements for the Driver's Education Endorsement

Arizona Department of Education – Certification Unit

Endorsement Information:

This Endorsement is optional and can be added to a valid Arizona Teaching Certificate. 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 teaching certificate.

➤ **Out-of-State Certificate/License:** If you hold a valid, comparable 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 Certification Reciprocity rules.

- Arizona Driver's License:** A copy of your valid Arizona Driver's license
- Driving Record:** A copy of your motor vehicle driving record for the previous two years. *Arizona driving records are available online at <https://azdot.gov/motor-vehicles/driver-services/driver-license-information/motor-vehicle-records>.*
- Official transcripts (if applicable):** 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.
- Verification of Training (if applicable):** If you are using Arizona Department of Education-approved driver's education training in lieu of official transcripts, submit copies of the certificates of training.

Substantive Requirements

1. **Prerequisite Teaching Certificate:** A valid Arizona teaching certificate.
2. **Option A or B. See Administrative Requirements for document submission.**
 - A. **Coursework and Qualifications.**
 - A valid Arizona driver's license.
 - A three-semester hour course taken from an accredited institution or 45 clock hours of state-approved classes in each of the following: safety education, driver and highway safety education, and driver education laboratory experience. Submit official transcripts or certificates of training.
 - A driving record with less than seven violation points and no revocation or suspension of driver's license within the two years preceding the application (available from Motor Vehicle Division).
 - B. **Out-of-State Certificate or Endorsement**
 - The applicant holds a valid, comparable Driver's Education certificate or endorsement from another state and is in good standing with that other state. Submit a photocopy of your Driver's Education 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.