



Requirements for the Junior Reserve Officer Training Corps Teaching Certificate 9-12

Arizona Department of Education – Certification Unit

Certificate Information:

This certificate is valid for 12 years and is renewable.

Administrative Requirement Checklist:

In order for our office to complete a review of your application 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 of your prints), with our application.
 - Verification letter:** A letter on official letterhead signed by the superintendent or HR director documenting the following:
 - The district has an approved Junior Reserve Officer Training Corps program of instruction in which the application will be teaching.
- AND**
- The applicant meets the work experience required by the respective military service.

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