Requirements for the Standard School Psychologist PreK-12 Certificate

Certificate Information:

This Certificate is required for personnel whose primary responsibility is in the role of a school psychologist providing services that include but are not limited to the duties of student psychoeducational assessment, therapeutic consultation and intervention, and involvement in the process of determination of a student’s disabilities or disorders. This certificate is valid for 12 years and is renewable.

Administrative Requirement Checklist:

In order for our office to complete a Substantive review 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.

☐ Official Transcripts: Request that your university/college submit official transcripts documenting a Master’s or more advanced degree directly to certification@azed.gov, or by mail to Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85005.

☐ Foreign Transcripts: Request a course-by-course evaluation be completed by an approved Foreign Credential Evaluation Agency to identify the equivalent degree in the United States, and submit them directly to certification@azed.gov.

  ☐ Note: Transcripts submitted by the applicant via the online portal or by email are not considered official.

If applying under reciprocity:

☐ Out-of-State Certificate/License: Also submit a photocopy of your out-of-state certificate/license with your application.

Substantive Requirement – Coursework

Option A, or B

Option A: Degree. Coursework and Internship or Experience (All requirements A-1 to A-2 must be met.):

A-1: One of the following:

  • Completion of a graduate program in school psychology, consisting of at least 60 graduate semester hours.

  -OR-

  • Completion of a doctoral program in psychology and completion of a re-training program in school psychology from an accredited institution or Board-approved program with a letter of institutional endorsement from the head of the school psychology program.

  -OR-

  • Five years of experience within the last ten years working full time in the capacity of a school psychologist in a school setting serving any portion of grades kindergarten through twelve. Please submit a verification letter, completed and signed by District Superintendent or Personnel/HR Director to verify experience.

  -OR-

  • Verification of a Nationally Certified School Psychologist (NCSP) Credential.

  -OR-
Requirements for the
Standard School Psychologist PreK-12 Certificate

- Verification of a diploma in school psychology from the American Board of School Psychology.

-AND-

A-2 Internship or Experience: One of the following:

- A verification letter from a university department chair or designee verifying completion of a supervised internship of at least 1,200 clock hours with a minimum of 600 clock hours in a school setting. Note: This verification letter is required in addition to the official transcripts documenting the internship.

-OR-

- Three (3) years of experience as a certified school psychologist within the last ten years may be substituted for the internship requirement. Submit a verification letter, completed and signed by District Superintendent or Personnel/HR Director, and proof that you were certified while you were working as a school psychologist.

Option B: Out-of-State Certification:

- B-1: The applicant holds a valid, comparable School Psychologist certificate in another state and is in good standing with that other state. Submit one of the following:
  - A photocopy of your valid, comparable out-of-state School Psychologist certificate/license and the official transcripts documenting completion of the School Psychologist preparation program that qualified you for the out-of-state certificate/license.

-OR-

  - An official letter from the educator certification office that issued the comparable out-of-state School Psychologist certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard School Psychologist certificate/license.