Requirements for the Substitute, PreK-12 Certificate

Certificate Information:

The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. An individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to teaching 120 days in the same school each school year. Substitute teaching may not be used to waive the student teaching practicum or exam requirements. This certificate is valid for 6 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), with your application.
- **Official Transcripts**: Request that your university/college submit official transcripts documenting a Bachelor’s degree 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 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.