



Requirements for the Emergency Substitute Certificate

Certificate Information:

The Emergency Substitute certificate is issued at the request of a school district or charter school superintendent and authorizes the holder to substitute only in the district that verifies an emergency employment situation exists. An individual holding only an Emergency Substitute Certificate shall not be assigned a contract teaching position and shall be limited to 120 days of substitute teaching in the same school each school year. The certificate is valid for two school years or part thereof and expires on the July 1 in the year of expiration.

Administrative Requirement Checklist`

All Administrative Requirements listed below must be submitted as described; if not, the processing of your application could be delayed. Application fees are non-refundable.

- Application & Fee.** Complete and submit the [online application](#) or mail in a completed paper application provided by your school district or charter school.
- 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.
- Request for Emergency Substitute Certificate.** Submit the Emergency Substitute Request form completed and signed by the district or charter school superintendent. When applying online, upload the signed form.

*If you are applying for **INITIAL** issuance of the Emergency Substitute Certificate, one of the following is required:*

- High School Diploma:** A photocopy, or scanned and saved copy (if applying online) of your high school diploma; or
- GED Certificate:** A photocopy or scanned and saved copy (if applying online) of your GED certificate; or
- Proof of High School Graduation:** Official transcript* documenting graduation from high school; or
- Associate degree:** Official transcript* from a college or university documenting an Associate degree.

*If you are applying for **RE-ISSUANCE** of the Emergency Substitute Certificate, one of the following is required:*

- Thirty (30) semester hours total:** Official transcript(s)* from an accredited college or university documenting at total of 30 semester hours of coursework; or
- Two (2) semester hours since last issuance:** Official transcript(s)* from an accredited college or university coursework documenting at least 2 semester hours of coursework completed since the last issuance of your Emergency Substitute certificate; or
- District/Charter School Training Verification:** A letter, on official letterhead, from the district or charter school superintendent or human resources verifying completion of 30 clock hours of district in-service training completed since the last issuance. If applying online, the letter may be scanned and uploaded with your application.

* Official transcripts must be sent directly from the institution to certification@azed.gov or the original mailed to: Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85005.

- **Note:** 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.