



Requirements for the Subject Matter Expert Standard Teaching, Grades 6-12 Certificate

Certificate Information:

This Certificate authorizes the holder to only teach the approved area indicated on the certificate in grades 6-12. Additional approved areas or endorsements may not be added to this certificate EXCEPT the full SEI, full ESL, or the full Bilingual endorsements. 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 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 that 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.
- Exams:** Copy of your passing AEPA/NEA exam results or appropriate documentation that you qualify for an exam waiver. (See Exam Requirements). If you are using teaching experience, please have your HR complete the [Verification of PreK-12 Teaching Experience](#) form and submitted by the HR Department to certification@azed.gov.

Substantive Requirement – Coursework

Options A, B, or C

Option A: Postsecondary Teaching Experience:

- Teaching experience for the last two consecutive years and for a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions in the applicable subject area of certification.
 - *Documentation Required:* Verification letter(s), completed and signed by a Department Chair, Dean, or Personnel Director, documenting completion of college or university teaching experience in the subject area for the past two consecutive years and a total of three years.
 - *Note:* if you qualify under this option you are exempt from the exam requirements.

Option B: Degree in Subject Area:

- A Bachelor's, Masters, or Doctoral degree from an accredited institution in the requested subject area.
 - *Documentation Required:* Official transcripts documenting the degree in the subject area.

Option C: Work Experience:

- Work experience of five or more years in the applicable subject area of certification. **One of the following:**
 - **Option 1: District/Charter School Letter.** A letter, on official letterhead, from a superintendent or personnel director verifying that the applicant demonstrates knowledge or skill in the subject area that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in that subject area through five years of work experience, as identified in a resume; **or**
 - **Option 2: District/Charter/Private School Letter.** A letter, on official letterhead, from a public or private school superintendent or personnel director in this state or in another state, verifying that the



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applicant has five years of experience teaching the most advanced Arizona academic standards, or comparable out-of-state standards, in the subject area sought; **or**

- **Option 3: Employer Letter.** If an applicant is unable to obtain a letter from a superintendent or personnel director described above, the applicant may submit a letter (on official company letterhead) from a current or former supervisor detailing their work experience. The Department will review the letter to determine if the applicant has five years of work experience that demonstrates knowledge and skills in the requested subject area that is comparable to holding a bachelor's degree, master's degree, or doctoral degree in that subject area.

Allowable Deficiency Requirements – Professional Knowledge Exam:

***Professional Knowledge Exam Requirement. One of the following (Option A, B, C, or D):** (This is an allowable 2-year deficiency, see note below.)

- **Option A - NES/AEPA:** A passing score on the [APEA/NES](#) Assessment of Professional Knowledge-Secondary Education (NT052) exam.
 - *Required Documentation:* A photocopy of the official AEPA or NES score report.
- **Option B - Out of State Exam:** Passing score on a substantially similar professional knowledge exam from another state.
 - *Required Documentation:* Submit an official score report and have reporting state complete and submit [Verification of Out of State Exams](#). (If you took a Praxis exam, request that your scores be reported to the state of Arizona 8517, in place of the Verification of Out of State Exam form.)
- **Option C - NBPTS:** A valid comparable certificate from the National Board for Professional Teaching Standards (NBPTS).
 - *Required Documentation:* A photocopy of the NBPTS certificate.
- **Option D - Teaching Experience:** Three years of full-time teaching experience in any state, including Arizona, in grades 6-12. Experience teaching in a foreign school or substitute experience does not meet this requirement.
 - *Required Documentation:* A [Verification of Teaching Experience](#) form, completed, signed, and submitted by the District Superintendent or Personnel/HR Director, to certification@azed.gov, verifying the required teaching experience.
 - *Required Documentation:* A letter(s) from the college or university Department Chair, Dean, or Personnel Director, verifying postsecondary teaching experience for the specified durations.

*Note: If you otherwise qualify but are deficient in the Professional Knowledge Secondary Exam requirement, you have **two years** under a valid Subject Matter Expert Standard teaching certificate to fulfill this requirement. If you do not meet the Professional Knowledge Secondary exam requirement within the allowable time frame, your Subject Matter Expert Standard Certificate will be **temporarily suspended** and will **not** be valid for employment until the deficiency is corrected. A temporary suspension for failure to meet the Professional Knowledge Secondary Exam requirement is not considered a disciplinary action and a person shall be allowed to correct the deficiency within the remaining timeframe of the certificate.

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