

Arizona Department of Education – Certification Unit

Required Signature Guidelines

Introduction

Many certification applications require a verification form, letter, or request from an appropriate administrator in a school district or charter school. To ensure compliance with State Board rules and prevent delays in the processing of applications or other services, please use the tables below to determine the administrator who must sign a verification form, letter, or request.

Request Forms		
Form	Description	Required Signature
Request - Emergency Substitute	Request an Emergency Substitute Certificate when an emergency employment situation exists.	Superintendent
Request - Emergency Teaching	Request for the Emergency Teaching Certificate when an emergency employment situation exists.	Superintendent
Request - Student Teaching Intern	Request for Issuance of the Student Teaching Intern Certificate. Note: Form is provided by a college/university representative.	Superintendent
Request - Substitute Exemption	Request to exempt a person holding only a Substitute certificate from the limit on teaching 120 days in the same school each school year. Note: Completed request form must be emailed to SubstituteExemption@azed.gov .	Superintendent
Verification Forms		
Form - Renewal	Verification of clock hours of professional development. Note: Approved signers should verify renewal hours through AzEDCERT.	Superintendent; or HR Director; or HR Supervisor/Specialist
Form – Verification of PreK-12 Teaching Experience	Verification of full-time teaching experience. Note: Teaching experience verification form should be emailed by the LEA to Certification@azed.gov	Superintendent; or HR Director; or HR Supervisor/Specialist
Form – Verification of CTE Occupational Experience	Form verifying occupational experience needed to qualify for a Career and Technical Education (CTE) Certificate.	Superintendent

Verification Letters		
Letter/Form	Description	Required Signature
Letter –Non-Teaching Experience	Letter verifying experience as a school administrator, counselor, social work, or other non-teaching experience.	Superintendent; <u>or</u> HR Director; <u>or</u> HR Supervisor/Specialist
Letter –Five Years Relevant Work Experience	Letter verifying an applicant has demonstrated expertise in a subject area through five years of relevant work experience. The letter may be used to qualify for a Subject Matter Expert Certificate or Subject Knowledge exam waiver.	Superintendent; <u>or</u> HR Director
Letter – JROTC	Letter verifying an applicant will be teaching an approved Junior Reserve Officer Training Corps program and meets the work experience required by the respective military service.	Superintendent; <u>or</u> HR Director
Letter – International Teaching	Letter verifying an individual has been hired as an international exchange teacher	Superintendent; <u>or</u> HR Director; <u>or</u> HR Supervisor/Specialist
Letter – Gifted In-Service Trainings	Letter verifying completion of in-service training in gifted education	Superintendent; <u>or</u> HR Director