



# Requirements for the Mild/Moderate Disabilities, PreK-12 Endorsement Arizona Department of Education – Certification Unit

## Certificate Information:

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This Endorsement authorizes the holder to teach Special Education in a mild/moderate classroom PreK-12.

## Administrative Requirement Checklist:

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The following items are required by the Certification Unit to complete a Substantive review. The 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 it with 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.
- Prerequisite Certificate:** A valid Arizona Standard Professional Early Childhood, Elementary, Middle Grades, Secondary, Hearing Impaired, Visually Impaired, Early Childhood Special Education, or Moderate/Severe Disabilities certificate.
- Teaching Experience:** Three years of full-time teaching experience in PreK-Grade 12. Please forward the [Verification of PreK-12 Teaching Experience form](#) to your school/district human resources office with a request to verify experience. The form must be submitted by school/district human resources to [certification@azed.gov](mailto:certification@azed.gov).
- Official Transcripts:** Request that your university/college submit official transcripts documenting the required coursework and the practicum directly to [certification@azed.gov](mailto:certification@azed.gov), or by mail to Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85005.
- Foreign Transcripts:** If submitting foreign transcripts request a course-by-course evaluation to be completed by an approved [Foreign Credential Evaluation Agency](#) to identify the equivalent degree in the United States. These need to be submitted by the agency directly to [certification@azed.gov](mailto:certification@azed.gov).
  - *Note:* Transcripts submitted by the applicant via the online portal or by email are not considered official.
- Out-of-State Certificate/License:** Submit a photocopy of your out-of-state certificate/license with your application, if applicable.

## Substantive Requirements - Provisional Mild/Moderate Disabilities Endorsement

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The provisional endorsement is valid for 3 years and is not renewable.

### Requirements - all must be met.

- **Prerequisite Certificate:** A valid Arizona Standard Professional Early Childhood, Elementary, Middle Grades, Secondary, Hearing Impaired, Visually Impaired, Early Childhood Special Education, or Moderate/Severe Disabilities certificate.
- **Teaching Experience:** Three years of full-time teaching experience in PreK-Grade 12. Please forward the [Verification of PreK-12 Teaching Experience form](#) to your school/district human resources office with a request to verify experience. The form must be submitted by school/district human resources to [certification@azed.gov](mailto:certification@azed.gov).
- **Special Education Coursework.** Official transcripts documenting six semester hours of special education coursework to include both of the following:
  - Behavior management for students with disabilities; **and**
  - Special education assessment and individualized education program planning.
- **Practicum.** Fifteen (15) clock hours of practicum in mild/moderate disabilities special education through an accredited college or university. Practicum hours may be embedded in the courses listed under Requirement # 5. Submit one of the following to verify practicum hours:
  - A letter on official letterhead signed by a college/university administrator verifying completion of the required practicum hours; **-OR-**
  - A course description from the college catalog verifying that the required practicum hours were included in one or more special education courses listed on the official transcript.



# Requirements for the Mild/Moderate Disabilities, PreK-12 Endorsement Arizona Department of Education – Certification Unit

## Substantive Requirements - Full Mild/Moderate Disabilities Endorsement

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The full endorsement shall be automatically renewed with the certificate on which it is posted.

### Option A or B:

#### Option A: Requirements - all must be met:

- **Prerequisite Certificate:** A valid Arizona Standard Professional Early Childhood, Elementary, Middle Grades, Secondary, Hearing Impaired, Visually Impaired, Early Childhood Special Education, or Moderate/Severe Disabilities certificate.
  - **Teaching Experience:** Three years of full-time teaching experience in PreK-Grade 12. Please forward the [Verification of PreK-12 Teaching Experience form](#) to your school/district human resources office with a request to verify experience. The form must be submitted by school/district human resources to [certification@azed.gov](mailto:certification@azed.gov).
  - **Special Education Coursework.** Official transcripts submitted to [certification@azed.gov](mailto:certification@azed.gov) by the university/college documenting completion of 15 semester hours of special education coursework to include the following:
    - Behavior management for students with disabilities;
    - Special education assessment and individualized education program planning;
    - Special education law;
    - Methods for teaching students with disabilities;
    - Language development and disorders.
  - **Practicum.** Completion of forty-five clock hours of practicum in mild/moderate disabilities special education through an accredited college or university. Practicum hours may be embedded in the courses listed under Requirement 5. Please submit one of the following to verify practicum hours:
    - A letter signed by a college/university administrator verifying completion of the required practicum hours;
- OR-**
- A course description from the college catalog verifying that the required practicum hours were included in one or more special education courses listed on the official transcript

### Option B:

#### Out-of-State Certificate Holders.

- Applicants who hold a valid, comparable Mild/Moderate Disabilities certificate or endorsement from another state and who are in good standing with the other state.