



Requirements for the Moderate Severe Disabilities, PreK-12 Endorsement

Arizona Department of Education – Certification Unit

Certificate Information:

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

Administrative Requirement Checklist:

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, Visually Impaired, Hearing Impaired, Early Childhood Special Education, or Mild/Moderate Disabilities Certificate.
- Teaching Experience:** Three years of full-time teaching experience in PreK-Grade 12. Please forward the [Verification of Teaching Experience form](#) to your school/district human resources office with a request to verify experience. Form must be submitted by school/district human resources to certification@azed.gov.
- Official Transcripts:** Request that your university/college submit official transcripts documenting the required coursework and practicum directly to 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.
 - *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 Moderate/Severe Disabilities Endorsement

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 Mild/Moderate 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.
- **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 moderate/severe 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



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one or more special education courses listed on the official transcript.

Substantive Requirements - Full Moderate/Severe Disabilities Endorsement

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 a Mild/Moderate 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.
 - **Special Education Coursework.** Official transcripts submitted to 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 severe disabilities;
 - Adaptive communication, including language development and disorders
 - **Practicum.** Completion of forty-five clock hours of practicum in moderate/severe disabilities special education through an accredited college or university. Practicum hours may be embedded in the courses listed under Requirement 3 above. 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 Moderate/Severe Disabilities certificate or endorsement from another state and are in good standing with the other state.

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

9/13/2021 Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code. Page 2 of 2
R7-2-607; R7-2-615 (A)(B)(C)(D); R7-615.01; R7-2-621