



Requirements for the Reading Endorsement, K - 12

Arizona Department of Education – Certification Unit

Certificate Information:

This Endorsement authorized the individual to hold the position of Reading Specialist, Reading Coach, or Reading Interventionist in Grades K-12. This Endorsement shall be automatically renewed with the certificate on which it is posted.

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 early childhood, elementary, secondary, or special education certificate.
- 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.

--One of the following--

- Exams:** Submit a copy of your passing AEP/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. The form must be submitted by the HR Department to certification@azed.gov.

--OR--

- Out-of-State Certificate/License:** Submit a photocopy of your out-of-state certificate/license with your application.

Substantive Requirements

1. A valid Arizona Standard Professional Early Childhood, Elementary, Middle Grades, Secondary, or a Special Education Teaching certificate.
2. **Option A or B: See Administrative Requirements for document submission.**
 - Option A: Teaching Experience, Practicum, and Coursework**
 1. Three years of full-time teaching experience. Please submit a Verification of Teaching Experience form, completed and signed by a District Superintendent or Personnel Director, to verify teaching experience.
 2. Three semester hours of a supervised field experience or practicum in reading completed in grades K through five.
 3. Three semester hours of a supervised field experience or practicum in reading completed in grades six through 12.
 4. Twenty-four semester hours beyond requirements of the initial provisional teaching certificate to include the following:
 - Three semester hours in the theoretical and research foundations of language and literacy;
 - Three semester hours in the essential elements of elementary reading and writing instruction (grades K through eight);



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- Three semester hours in the essential elements of reading and writing instruction for adolescents (grades six through 12);
- Three semester hours in the elements of elementary content area reading and writing (grades K through eight);
- Three semester hours in the elements of content area reading and writing for adolescents (grades six through 12);
- A total of six semester hours in reading assessment systems; and
- Three semester hours in leadership.

Option B: Teaching Experience, Practicum, and Exam

1. Three years of full-time teaching experience. Please submit a Verification of Teaching Experience form, completed and signed by a District Superintendent or Personnel Director, to verify teaching experience.
2. Three semester hours of a supervised field experience or practicum in reading completed in grades K through five.
3. Three semester hours of a supervised field experience or practicum in reading completed in grades six through 12.
4. Subject Knowledge Reading Endorsement 6-12 Exam **and** Reading Endorsement K-8 Exam.

One of the following:

- **Exam:** A passing score on the Subject Knowledge Reading Endorsement K-8 (46) portion of the Arizona Educator Proficiency Assessment (AEPA). – **AND** - a passing score on the Subject Knowledge Reading Endorsement 6-12 (47) portion of the Arizona Educator Proficiency Assessment (AEPA).
- **Out-of-State Exam:** A passing score on a substantially similar Subject Knowledge Reading K-12 examination from another state or agency. Submit the original score report at the time of application.
- **NBCT:** A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a copy of the certificate.
- **Degree in Reading:** A Bachelor's, Master's, or Doctoral degree from an accredited institution in Reading K-12. Official transcript(s) required.
- **Teaching Experience:** Three years of full-time experience as a Reading Specialist/Reading Interventionist in grades K-5 **and** three years of full-time experience as a Reading Specialist/Reading Interventionist in grades 6-12. Reading Specialist/Reading Interventionist experience may be in any state, including Arizona. Submit a Verification of Teaching Experience form signed and completed by the district superintendent or personnel director to verify teaching experience. *Note: Teaching experience in a foreign country or substitute teaching experience will **not** be accepted.*
- **Post-Secondary Teaching:** Experience teaching courses relevant to K-12 Reading for the last two consecutive years, and a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions. Submit a verification letter from a department chair, dean, or personnel director, verifying employment for the specific durations from one or more qualifying postsecondary institutions.
- **Work Experience:** Demonstration of expertise in K-12 Reading through five years of relevant work experience. Submit 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 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



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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.

Option C: Out-of-State Certificate or Endorsement

- The applicant holds a valid, comparable Reading K-12 certificate or endorsement from another state and is in good standing with that other state. Submit a photocopy of your out-of-state certificate or endorsement.

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 3 of 2
R7-2-607; R-2-601.01; R7-2-615 (A)(B)(C)(D)(H); R7-2-621