

Application to Amend an Alternative Teaching, International Teaching, or Interim Administrative Certificate

Arizona Department of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information and Instructions

This application is used to update the Educator Preparation Program provider **or** the School District/Charter School on an Alternative Teaching, Interim Administrative, or International Teaching Certificate.

Please note that submitting this form will **not** extend the expiration date of your certificate. To extend your certificate, you must **also** submit a separate application and all supporting documentation to meet the extension requirements.

Submit the following:

- This completed application
- A check or money order for \$20 made out to the "Arizona Department of Education". Credit card payments (Visa or MasterCard) may be accepted at the Certification Customer Service counter.
- Appropriate documentation to update your certificate.
 - **Educator Preparation Program Change:** Submit verification of enrollment from the appropriate designee at the Arizona Board approved program (See [Educator Preparation Program Contacts](#)) to request a letter from the appropriate designee.
 - **District or Charter School Change:** For a district or charter school change on an International Teaching or Interim Administrative certificate, submit a letter from the district/charter school superintendent or personnel director verifying your employment. The letter for the Interim Administrative certificate must also include the name of the Arizona certified administrator who will be your direct supervisor.

The Application, fee, and supporting documents must be mailed to the above address or submitted at the Certification Customer Service Counter.

Personal Information

Please type or print in blue or black ink.

Social Security Number or Educator ID: _____ Date of Birth: ____ / ____ / ____ Gender: M / F

Full Legal Name: Last: _____ First: _____ Middle: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Phone: _____ E-mail Address: _____

Ethnicity: (Gender and Ethnicity are requested for federal reporting purposes only)

- American Indian or Alaskan Native Asian or Pacific Islander Black or African-American (not Hispanic)
 Hispanic or Latino White (Not Hispanic) Other

Requested Amendment to Certificate

I am requesting an amendment to my certificate to reflect the change(s) below.

- Educator Preparation Program Change:** I hold an Alternative Teaching or Interim Administrative certificate and I am enrolled in a new Arizona Board approved educator preparation program.
- District or Charter School Change:** I hold an Interim Administrative or International Teaching Certificate and have been hired by a new district or charter school.

Applicant's Signature

Date

Arizona State Board of Education
Professional Practices for Certificate Holders

Standards for Imposing Certificated Educator Sanctions

Consistent with A.R.S. §15-203(20), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

Criminal Offenses

Pursuant to administrative code R7-2-1307 and ARS § 15-550, the Board shall revoke the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement any of the following criminal offenses in this state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First-degree murder
4. Second degree murder
5. Manslaughter
6. Sexual assault
7. Sexual exploitation of a minor
8. Commercial sexual exploitation of a minor
9. A dangerous crime against children as defined in A.R.S. §13-604.01
10. Armed robbery
11. Aggravated assault
12. Sexual conduct with a minor
13. Molestation of a child
14. Exploitation of minors involving drug offenses

Upon notification that a certificated individual has been convicted of a nonrenewable offense, the Board shall revoke the certificate.

Unprofessional and Immoral Conduct

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall:

1. Make reasonable efforts to protect pupils from conditions harmful to learning, health, or safety;
2. Account for all funds collected from pupils, parents, or school personnel;
3. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
4. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall not:

1. Discriminate against or harass any pupil or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;
2. Deliberately suppress or distort information or facts relevant to a pupil's academic progress;
3. Misrepresent or falsify pupil, classroom, school, or district-level data from the administration of a test or assessment;
4. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil;
5. Use professional position or relationships with pupils, parents, or colleagues for improper personal gain or advantage;
6. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

7. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;
8. Accept gratuities or gifts that influence judgment in the exercise of professional duties;
9. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. § 13-3401;
11. Make any sexual advance towards a pupil or child, either verbal, written, or physical;
12. Engage in sexual activity, a romantic relationship, or dating of a pupil or child;
13. Submit fraudulent requests for reimbursement of expenses or for pay;
14. Use school equipment to access pornographic, obscene, or illegal materials;
15. Engage in conduct which would discredit the teaching profession.

Individuals found to have engaged in unprofessional or immoral conduct shall be subject to, and may be disciplined by, the Board.

Resignation as an Unprofessional Act and Penalty: ARS §15-545

A certificated teacher shall not resign after signing and returning his contract, unless the resignation is first approved by the governing board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the governing board, shall be subject to such disciplinary action, including suspension and revocation of certificate, as the state board of education deems appropriate.

Failing to Report of Immoral or Unprofessional Conduct

Pursuant to ARS §15-514, any certificated person or governing board member who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of section 13-3620 (mandatory reporting) shall report or cause reports to be made to the department of education in writing as soon as reasonably practicable but not later than three business days after the person first suspects or receives allegation of the conduct.

The superintendent of a school district or the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred shall report the conduct to the department of education.

Failure to report information as required in ARS §15-514 by a certificated person constitutes grounds for disciplinary action by the state board of education.

A governing board member or school district employee who has control over personnel decisions and who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §§ 13-3620 and 15-514 shall not accept the resignation of the certificate holder until these suspicions or allegations have been reported to the State Board of Education.

Filing a Complaint against a Certificate Holder

The Investigative Unit may be reached at (602) 542-2972 or investigation@azed.gov

For Further Information: Call or Email
State Board of Education

(602) 542-5057 inbox@azsbe.az.gov Updated 10/28/16