



Verification for Literacy, K-5 Endorsement Coursework and Exam Waivers

Arizona Department of Education – Certification Unit

General Information

This form is used to verify that an applicant has the required teaching experience **and** student achievement data needed to qualify for a waiver of the Literacy, K-5 endorsement coursework and exam requirements. This form must be completed and submitted by an **Arizona public school superintendent or personnel director**.

Instructions for Literacy, K-5 Endorsement Applicants

Step 1: Confirm that you meet the following requirements:

- ☐ You hold a valid Arizona Alternative Teaching, International Teaching, Classroom-Based Standard Teaching, or Standard Professional teaching certificate in early childhood education, elementary education, middle grades education, or special education and a valid AZDPS IVP fingerprint clearance card; **and**
- ☐ You have provided instruction in English language arts instruction in a kindergarten through grade 5 classroom for three consecutive years **and** at least 90% of the above-named applicant's full academic year (FAY) students are proficient on the English language arts (ELA) portion of the statewide assessment over the last three consecutive academic years.

Step 2: Complete Section A and forward this form to the Arizona superintendent, personnel director, or principal who can verify if you meet the requirements indicated under Section B on the next page.

Step 3: If verification that you meet all requirements has been or will be sent to the Certification Unit, complete and submit the application and fee for the Literacy, K-5 endorsement.

Instructions for the Arizona school superintendent or personnel directors

Step 1: If applicant meets the criteria, complete, sign, and date Section B on the next page of this form.

Step 2: Scan and save the completed form as a PDF.

Step 3: Forward the completed form **directly** to Certification@azed.gov.

****The completed verification form must be submitted directly by the school administrator to Certification@azed.gov. Forms that are submitted by the applicant will not be accepted. ****



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Section A: To be completed by the certification applicant.

First Name:	Last Name:	Educator ID # or Last 4 digits of SSN:
Email:	Phone Number:	

Certification Applicants: Do not write or type below this line.

Section B: To be completed by the appropriate Arizona public school administrator

This section is to be completed by an Arizona public school superintendent or personnel director.

Print/Type Name	Email
Title	Phone Number
Name of Arizona District or Charter School	Location of District or Charter School

I certify the above-named applicant is a teacher who provides literacy instruction in kindergarten through grade five and has demonstrated through classroom observations and student achievement data across subgroups using evidence-based measures for at least three consecutive years that the teacher possesses the instructional knowledge and skills to:

- Effectively teach foundational reading skills, phonological awareness, phonics, fluency, vocabulary, and comprehension; and
- Implement reading instruction using high-quality instructional materials; and
- Provide effective instruction and interventions for students with reading deficiencies, including students with characteristics of dyslexia.

-AND-

I certify that at least 90% of the above-named applicant's full academic year (FAY) students are proficient on the English language arts (ELA) portion of the statewide assessment over the last three consecutive academic years.

Signature of Arizona School Superintendent or Personnel Director

Date

The completed form must be emailed by the school district or charter school office directly to Certification@azed.gov.

ADE Certification Unit

12-11-2024