

# December 2022 Newsletter

MON, DEC 12 2022 •

NEWS AND INFORMATION

## Happy Holidays!

It is hard to believe we are at the close of 2022! We look forward to continuing to work with each of you in 2023. The information contained within this newsletter is a recap of information that was presented at the Fall ASPAA Conference. If you would like the presentation, please email [Certification@azed.gov](mailto:Certification@azed.gov) to request and it will be forwarded to you.

## Literacy Endorsement Reminders:

Arizona statute requires teachers certified before August 1, 2025 who provide literacy instruction in kindergarten through grade five to hold one of the following endorsements by August 1, 2028: Literacy K-5, Reading K-8, Reading K-12, or Reading Specialist K-12. Teachers certified on or after August 1, 2025, will be required to obtain the endorsement within three years of certificate issuance. The Literacy endorsement requirement will apply to teachers who provide English language arts instruction in a self-contained or departmentalized kindergarten through grade five classroom.

Please see the resources and information below for further information on the Literacy, K-5 endorsement:

- [Requirements for the Literacy, K-5 endorsement](#)
- [K-5 Literacy Endorsement Approved Trainings](#)
- [Foundations of Reading Exam Information](#)
- [LEA Verification for Literacy Coursework Waiver Form](#)
- [LEA Verification for Literacy Coursework and Exam Waiver Form](#)

## Returning Educator Renewal:

Educators who hold a renewable certificate that has expired for at least two years, but not more than 10 years, and who hold a valid Arizona DPS IVP fingerprint clearance card and are in good standing, may now apply for renewal without meeting any other requirements. Previously, applicants were also required to have 10 years of experience in the certification area to qualify for renewal.

Please note that to qualify under the Returning Educator Renewal option the applicant must hold a Standard (renewable) certificate that has no deficiencies and

is within the specified timeframe.

## **Help us help you!**

### **Emergency Teaching and Emergency Substitute Certificate Applications:**

This past year as the Evaluation Team was processing Emergency Teaching & Emergency Substitute Certificate applications, we saw a significant number of applications missing information, this slows the process down and can delay the issuance of these certificates by up to 60 days. Please follow the link and be sure to read the steps to apply for the initial issuance and re-issuance of an Emergency Substitute Certificate. [Emergency Teaching and Emergency Substitute Certification Application Requirements](#)

### **Emergency Teaching and Emergency Substitute applications are often missing:**

- Superintendents signature – blank or signed by someone other than the superintendent
- Date
- Applicants name & SSN
- Certificate type and/or content area
- Reminder: ETCs are not issued for Special Ed or CTE
- The applicant does not submit the application when applying through the online portal

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### **Before contacting the Certification Unit, please check the online portal to verify the following:**

- Verify that an application has been submitted
- Verify the status of the application/certificate

- If the file is AI or SI
- If the certificate has been issued or not
- Does the certificate need to be renewed or does a deficiency need to be corrected?

If you do not have access to the online portal, speak with your entity administrator to request permission as an LEAapprover or LEAviewer. This is usually the Superintendent, Associate/Assistant Superintendent or Business Manager. If you are unable to locate your entity administrator, please email [certification@azed.gov](mailto:certification@azed.gov) for assistance

## **Updated Verification of Experience Forms:**

The Verification of PreK-12 Teaching Experience form has been updated and we have created a new document to verify Administrative PreK12 and Professional Non-Teaching Experience forms. Both forms are available on the website or follow the links. As a reminder, both of these forms need to be submitted by the verifying HR to [certification@azed.gov](mailto:certification@azed.gov). Please review the directions prior to completing and submitting the forms.

## **Teacher Input Application:**

Please inform non-certificated employees who are required to hold an AZDPS IVP fingerprint clearance card and report in the Teacher Input Application” that they should complete the following steps when applying for an AZDPS IVP fingerprint clearance card:

- Select the “State Board of Education (Teacher or Other Certification) ARS § 15-534” as a sponsor; and
- Include their Social Security Number with their AZDPS IVP fingerprint clearance card application.

Completing these steps will ensure that the information is transmitted to the Arizona Department of Education and the employee will be added to TIA. For information on which employees are required to be registered through TIA, please review the HB 2023 information on the State Board of Education’s website at <https://azsbe.az.gov/educator-discipline> .

For questions or issues regarding TIA, please contact the Educator and School Excellence Unit at: [EducatorAndSchoolExcellence@azed.gov](mailto:EducatorAndSchoolExcellence@azed.gov) or 602-364-1958.