

## Instructions to RENEW a Standard Teaching Certificate

A **STANDARD** teaching certificate may be renewed within **SIX MONTHS** prior to the expiration date. You must document **180 hours** of professional development activities taken within the **VALID dates** of your current certification on the WESD **ACTIVITY RECORD**. **The dates are found on your current teaching certificate, valid date and expiration date.**

*(Basically within the last six years from the date your certification will expire)*

- Use the sample listed on line one to document your activities. Most activities will be categorized as **IS** which stands for **IN-SERVICE**. *FYI, all categories are listed on the last page of this record.*
- Once you have listed 180 hours of activities, sign and date the Activity Record.
- Send the **signed Activity Record** to Human Resources by District mail or to [lydia.garcia@wesdschools.org](mailto:lydia.garcia@wesdschools.org). Human Resources does NOT need copies of the activities, just the signed record.
- Once the record is received, **Human Resources will send you the application for renewal with clear instructions for the Arizona State Department of Education in the District mail.**
- EVERYTHING can be processed by US mail if you send the WESD Activity Record to Human Resources in a timely manner.
- ***Please remember, you must maintain valid certifications and a valid IVP Fingerprint Clearance Card at all times.***

Be certain to contact Human Resources if you have any questions.