

## **Certification**

Substitute teachers are required to possess a valid Arizona Department of Education teacher or substitute teacher certificate. It is the substitute teacher's responsibility to maintain a current and valid teacher or substitute teacher certificate. According to state statutes, under no exceptions will a substitute teacher be allowed to substitute teach in a classroom without possession of a valid certificate. You may renew your certificate six months prior to the certificate expiration date. Upon renewing your certificate, please send a copy to Substitute Services.

An overview of the certification renewal process can be found under "Certification Resources" on the Substitute Services webpage: <http://www.wedschools.org/Page/47>

### **Long-term Substitute Teaching Positions**

If you are interested in long-term substituting in the same core content classroom for no more than 120 days, you must possess a valid teaching certificate and be appropriately certified in content area (Math, Science, etc.). Unfortunately, a substitute-teaching certificate is not a valid teaching certificate; it is only a waiver to be able to substitute teach on a day to day basis and therefore a person holding only a substitute certificate would not be considered highly qualified to teach in a long-term teaching position.

If you currently hold a valid Arizona state teaching certificate, I encourage you to take steps necessary for renewal. Please contact the Arizona Department of Education if you have further questions or are in need of additional information.

Arizona Department of Education    602-542-2378 [www.azed.gov](http://www.azed.gov)

## **Fingerprint Clearance**

Substitute teachers are required to possess a valid Arizona Department of Public Safety fingerprint clearance card. It is the substitute teacher's responsibility to maintain a current and valid fingerprint clearance card. Under no exceptions will a substitute teacher be allowed to substitute teach in a classroom without possession of the valid fingerprint clearance card. Upon renewing your fingerprint clearance card, please send a copy to Substitute Services.

You may renew your fingerprint clearance card up six months prior to the expiration date. Please keep in mind that you must have a valid fingerprint clearance card to renew your teacher and/or substitute teacher certificate.

An overview of the renewal process can be found under "Certification Resources" on the Substitute Services webpage: <http://www.wedschools.org/Page/47>

Please contact the Arizona Department of Public Safety if you have further questions or are in need of additional information.

Arizona Department of Public Safety    602-223-2279