



QUICK TIPS FOR ARIZONA TEACHER CERTIFICATES STANDARD

This following information is a quick guide of the requirements for the renewal of an Arizona standard teaching certificate; it is not intended as a thorough reference. For specific requirements of each certificate, please refer to the Arizona Department of Education's web site at www.ade.az.gov/Certification

Please be aware that your current teaching contract in item 2 states:

Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be "highly qualified" in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this Contract.

Renewal of a Standard Elementary or Secondary Certificate-

- Standard certificates may be renewed within **six (6) months** of the certificate's expiration date. 90 clock hours of acceptable professional development activities must be completed during the valid period of the current certificate. *(The valid period is the issue date of your current certificate through the expiration date.)*
- Applicant must complete a TEACHER / ADMINISTRATOR **CERTIFICATE RENEWAL PROFESSIONAL DEVELOPMENT ACTIVITY RECORD** form and submit the form to Human Resources for review and approval. **The applicant does not submit the documentation (certificates/transcripts), just the original signed activity record form.** This record form is attached to this document or may also be found on the District Intranet site by accessing: <http://intranet.wesd.wsd/forms/CertificateRenewalForm.xls> or by contacting Human Resources. Human Resources will verify the applicants' clock hours and issue the applicant an Arizona Department of Education certificate renewal form. District credit, college credits or a combination of both may be used for documentation. Please refer to the ACTIVITY RECORD form for specific details regarding the type of clock hours and credits that may be used to renew the certificate.
- The following information is for teachers holding a valid Standard certificate for only one year or less. ***If you have held a standard certificate for more than one year, the following information would NOT be applicable to you.***
- Deficiencies such as AZ and US Constitution courses **must be completed within three years of the issue date** of your first teaching certificate. These certificates would include an emergency, reciprocal or provisional certificate. If the deficiency of AZ and US Constitution is completed prior to the expiration of the provisional certificate, the deficiency may be removed without paying a fee for removal. If these deficiencies are completed during the third year after the provisional certificate has been converted to a standard certificate, a \$20.00 fee will be assessed to remove the deficiency. ***Please refer to your individual Arizona Department of Education evaluation form issued to you at the time you received your first teaching certificate.***

Continued on page 2

Structured English Immersion (SEI) Requirements-

- Administrative Code R7-2-613. J.1 requires a SEI, ESL or bilingual endorsement of all classroom teachers (elementary, secondary, career and technical education and special education), supervisors, principals and superintendents.

Full SEI Endorsement-

- **Within three years of obtaining the Provisional SEI Endorsement**, all persons holding a valid Arizona Elementary, Secondary, Principal, Superintendent, Supervisor, Career and Technical Education, and Special Education Certificate must complete an additional 45 clock hours or 3 semester hours of approved SEI training to apply for their Full SEI Endorsement. (Mandated R7-2-613 J.1.)

For a listing of State Board approved SEI Endorsement training/coursework please visit:

<http://www.azed.gov/asd/lep/>

- The Washington Elementary School District offers SEI training for employees. If you need SEI training, you may contact ELL Services at 602-347-2639 for training information and dates.

Arizona Identity Verified Print (IVP) Fingerprint Clearance Card (FCC) Requirements-

(Required for Arizona Department of Education, certification)

- A valid Arizona IVP Fingerprint Clearance Card is just as important to maintain as a valid Arizona teaching certificate. The Arizona Department of Education audits school districts for invalid/expired/restricted FCC.
- **The process to obtain or renew a valid fingerprint card will take two to three months so please check your expiration date and plan accordingly.**
- Applicants will not be able to renew, or convert any Arizona teaching certificate without a valid IVP FCC. **It is critical that teachers obtain or renew a card before it expires.**
- You may go to any facility that processes IVP cards or you may come to the Human Resources Department located at the District Office to complete an application and have your fingerprints rolled for an IVP card.
- If you choose to come to **Human Resources**, you **MUST** come between the hours of **8:00 a.m. – 3:30 p.m.**, or during your lunch or prep period. You **MUST** also bring the following with you for the process:
 - **A cashier's check or money order only for \$67.00**, payable to the Arizona Department of Public Safety (DPS) ***DPS DOES NOT accept personal checks.***
 - **A valid Arizona Driver's License**
- DPS will mail your new card to the home address indicated on your application. If you have not received your card or need to obtain a replacement card, the phone number to contact **DPS is 602-223-2279.**
- **Additionally, you must notify the Human Resources Department if your FCC has expired, becomes invalid, or has been issued a restriction.**

LAST BY NOT LEAST-

- Upon receiving a new certificate, a certificate evaluation or a new Fingerprint Clearance Card, please send a copy of all documents to the Human Resources Department. **Please include your six-digit employee identification number on all documents.**