

APPLICATION TO REMOVE DEFICIENCIES

Arizona Department Of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information

This form may be used to remove deficiencies from an educator certificate. If a certificate was subject to earlier expiration because of allowable certification deficiencies, the certificate will be extended when the applicable deficiencies are removed.

Important Updates:

- Effective August 6, 2016, certified teachers and administrators are no longer required to add a Structured English Immersion (SEI), English as a Second Language (ESL) or Bilingual endorsement unless they are instructing students in Arizona's Structured English Immersion Models. This form may be used by applicants who did not complete the SEI training and wish to remove the SEI deficiency.
- Effective August 6, 2016, the Supervisor, Principal, and Superintendent Certificates no longer require completion of the Arizona and United States Constitution requirements. This form may be used to remove the AZ and/or U.S. deficiencies from your administrative certificate due to the revised Arizona statutes.

Submit the following:

- Completed Application.
 - Answer every Background Question, sign and date the application.
 - If you answer "Yes" to any Background questions, you MUST submit a completed [Explanation of Incident](#) form for each incident, even if the incident was previously disclosed.
- A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (IVP) fingerprint card.
- If you are applying to remove the Arizona and/or United States constitution deficiency from your teaching certificate, submit official transcript(s) or a photocopy of the passing AEP A Constitutions of the United States and Arizona exam score report.
- A check or money order for \$20. Credit card payments may be accepted at the Phoenix Certification office. ***Certification fees are nonrefundable.***

Arizona State Board of Education
Professional Practices for Certificate Holders

Standards for Imposing Certificated Educator Sanctions

Consistent with A.R.S. §15-203(20), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

Criminal Offenses

Pursuant to administrative code R7-2-1307 and ARS § 15-550, the Board shall revoke the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement any of the following criminal offenses in this state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First-degree murder
4. Second degree murder
5. Manslaughter
6. Sexual assault
7. Sexual exploitation of a minor
8. Commercial sexual exploitation of a minor
9. A dangerous crime against children as defined in A.R.S. §13-604.01
10. Armed robbery
11. Aggravated assault
12. Sexual conduct with a minor
13. Molestation of a child
14. Exploitation of minors involving drug offenses

Upon notification that a certificated individual has been convicted of a nonrenewable offense, the Board shall revoke the certificate.

Unprofessional and Immoral Conduct

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall:

1. Make reasonable efforts to protect pupils from conditions harmful to learning, health, or safety;
2. Account for all funds collected from pupils, parents, or school personnel;
3. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
4. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall not:

1. Discriminate against or harass any pupil or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;
2. Deliberately suppress or distort information or facts relevant to a pupil's academic progress;
3. Misrepresent or falsify pupil, classroom, school, or district-level data from the administration of a test or assessment;
4. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil;
5. Use professional position or relationships with pupils, parents, or colleagues for improper personal gain or advantage;
6. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

7. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;
8. Accept gratuities or gifts that influence judgment in the exercise of professional duties;
9. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. § 13-3401;
11. Make any sexual advance towards a pupil or child, either verbal, written, or physical;
12. Engage in sexual activity, a romantic relationship, or dating of a pupil or child;
13. Submit fraudulent requests for reimbursement of expenses or for pay;
14. Use school equipment to access pornographic, obscene, or illegal materials;
15. Engage in conduct which would discredit the teaching profession.

Individuals found to have engaged in unprofessional or immoral conduct shall be subject to, and may be disciplined by, the Board.

Resignation as an Unprofessional Act and Penalty: ARS §15-545

A certificated teacher shall not resign after signing and returning his contract, unless the resignation is first approved by the governing board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the governing board, shall be subject to such disciplinary action, including suspension and revocation of certificate, as the state board of education deems appropriate.

Failing to Report of Immoral or Unprofessional Conduct

Pursuant to ARS §15-514, any certificated person or governing board member who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of section 13-3620 (mandatory reporting) shall report or cause reports to be made to the department of education in writing as soon as reasonably practicable but not later than three business days after the person first suspects or receives allegation of the conduct.

The superintendent of a school district or the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred shall report the conduct to the department of education.

Failure to report information as required in ARS §15-514 by a certificated person constitutes grounds for disciplinary action by the state board of education.

A governing board member or school district employee who has control over personnel decisions and who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §§ 13-3620 and 15-514 shall not accept the resignation of the certificate holder until these suspicions or allegations have been reported to the State Board of Education.

Filing a Complaint against a Certificate Holder

The Investigative Unit may be reached at (602) 542-2972 or investigation@azed.gov

For Further Information: Call or Email
State Board of Education

(602) 542-5057 inbox@azsbe.az.gov Updated 10/28/16

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SECTION 1: PERSONAL INFORMATION

Please type or print in blue or black ink.

Social Security Number: _____ Date of Birth: ____/____/____ Gender: M / F

Full Legal Name: Last: _____ First: _____ Middle: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Phone: _____ E-mail Address: _____

Ethnicity: (Gender and Ethnicity are requested for federal reporting purposes only)

- American Indian or Alaskan Native Asian or Pacific Islander Black or African-American (not Hispanic)
 Hispanic or Latino White (Not Hispanic) Other

SECTION 2: BACKGROUND QUESTIONS

Answer **every** question, sign and date. **ATTENTION:** If “YES” is indicated for any of the following questions, please [attach a full explanation to this application, a statement must be provided with each application.](#)

1. > YES__ NO__ Have you ever had any professional certificate or license, revoked or suspended?
2. > YES__ NO__ Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
5. > YES__ NO__ Have you ever been arrested for any offense?
6. > Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction? (Answer every question below.)
 - > YES__ NO__ Second-degree murder
 - > YES__ NO__ Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against an individual
 - > YES__ NO__ Sexual assault
 - > YES__ NO__ Molestation of a child
 - > YES__ NO__ Sexual conduct with a minor
 - > YES__ NO__ Commercial sexual exploitation of a minor
 - > YES__ NO__ Sexual exploitation of a minor
 - > YES__ NO__ Child abuse
 - > YES__ NO__ Kidnapping
 - > YES__ NO__ Sexual abuse of a minor
 - > YES__ NO__ Taking a child for the purpose of prostitution as prescribed in section A.R.S.§13-3206
 - > YES__ NO__ Child prostitution as prescribed in section ARS§13-3212
 - > YES__ NO__ Involving or using minors in drug offenses
 - > YES__ NO__ Continuous sexual abuse of a child
 - > YES__ NO__ Manslaughter
3. > YES__ NO__ Are you currently under investigation or subject to a proceeding involving any professional certification or license?
4. > YES__ NO__ Have you ever been convicted of any felony offense?
 - > YES__ NO__ Attempted first-degree murder
 - > YES__ NO__ Any other dangerous crime against children as defined in section A.R.S.§13-604.01
 - > YES__ NO__ Any of the above listed offenses if committed as a preparatory offense as described in A.R.S.§13-1001
 - > YES__ NO__ Any offense causing you to register as a sex offender
 - > YES__ NO__ First-degree murder
 - > YES__ NO__ Armed Robbery
 - > YES__ NO__ Incest
 - > YES__ NO__ Exploitation of minors involving drug offenses
 - > YES__ NO__ Sexual abuse of a vulnerable adult
 - > YES__ NO__ Sexual exploitation of a vulnerable adult
 - > YES__ NO__ Commercial sexual exploitation of a vulnerable adult
 - > YES__ NO__ Abuse of a vulnerable adult
 - > YES__ NO__ Molestation of a vulnerable adult
 - > YES__ NO__ Neglect of a vulnerable adult

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I have read and understood the rules and statutes related to unprofessional and immoral conduct including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

Applicant's Signature

Date

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SECTION 3: DEFICIENCIES TO REMOVE (\$20 WITH APPLICATION)

I HAVE SATISFIED THE APPLICABLE REQUIREMENTS AND REQUESTING THAT THE FOLLOWING DEFICIENCIES BE REMOVED:

- Fingerprint Card deficiency
(Include with application a photocopy for your Arizona DPS IVP fingerprint card)
- Arizona and/or U.S. Constitution deficiencies
(Include or have sent official transcripts or a photocopy of exam score report)

I AM REQUESTING A NEW CERTIFICATE WITH THE FOLLOWING DEFICIENCIES REMOVED DUE TO REVISED CERTIFICATION RULES:

- Structured English Immersion (SEI) deficiency
- Arizona and/or U.S. Constitution deficiencies on a Supervisor, Principal, or Superintendent certificate