

**APPLICATION FOR RENEWAL OF CERTIFICATE**  
**ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT**  
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

**General Instructions and Information**

Use this form to renew the following certificates: Standard Teaching, Administrative, School Counselor, School Psychologist, Speech-Language Pathologist, Athletic Coaching, Standard Adult Education or Native American Language.

**Renewal Time Frame:** A certificate may be renewed six months prior to its expiration date and up to one year after it expires. If your certificate has expired for more than one year you must reapply for certification under the requirements in effect at the time of re-application, unless you apply for renewal under the Experienced Educator Option. Applicants who apply under the Experienced Educator option must have a renewable certificate which has expired for **at least two years but not more than ten years.**

**Certificate Alignment:** Applicants who hold multiple valid, renewable certificates may renew all certificates at one time in order to align the expiration date of each certificate. Certificates being aligned shall be renewed at the same time as the certificate that will expire first.

**Submit The Following:**

- Completed Application for Renewal.
  - Answer every background question, sign and date the application.
  - If you answer “Yes” to any of the 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 (AZDPS IVP) fingerprint clearance card (plastic).
- Renewal Fee: \$20 for each certificate to be renewed or aligned. Payment may be made by:
  - Credit card (Visa or MasterCard) online via the [AzEDCert Educator Portal](#) with a \$2.00 convenience fee.
  - Check or money order in person and via mail. Cash is not accepted.
  - Credit card (Visa or MasterCard) in person at the Phoenix certification office.
- Documentation that you meet the requirements for renewal:
  - **LOCAL EDUCATION AGENCY (LEA) VERIFICATION OF PROFESSIONAL DEVELOPMENT:** In-service training hours may be verified by a superintendent or personnel director on this application.
  - **COLLEGE COURSEWORK OR OTHER DOCUMENTATION:** Submit official transcripts if you are using college coursework toward renewal. Please see the Professional Development Information on the next page for details on other documentation that may be used to verify professional development hours.
  - **EXPERIENCED EDUCATORS OPTION:** If your certificate has expired for at least two years, but not more than ten years, and you are in good standing, submit verification from a superintendent or personnel director that you have ten years of experience in Arizona and in the same area that you are seeking renewed certification. A [Verification of PreK-12 Teaching Experience form](#), completed and signed by a superintendent or personnel director, may be used if you seeking to renew a teaching certificate.
  - **CURRENT PROFESSIONAL LICENSE OPTION:** Educators who hold a current professional license as a counselor, psychologist, social worker, or speech pathologist may qualify for renewal by submitting a photocopy of their valid professional license.

<p style="font-size: 1.2em; font-weight: bold;">Renew online with</p> 	<p>For more information, visit us at:</p> <p><a href="http://www.azed.gov/educator-certification/azedcert">www.azed.gov/educator-certification/azedcert</a></p>
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\*\* Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code. \*\*

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**Professional Development Information**

**Renewable certificates** may be renewed with proof of 15 clock hours of professional development activities for each year of the certificate term. \*One semester hour of college coursework is equivalent to 15 clock hours of professional development activities. The clock hours or semester hours may be completed in various increments per year.

**Professional Development Activities:** Professional development must relate to Arizona academic or professional educator standards or apply toward the attainment of an additional Arizona certificate, endorsement or approved area, and may include training regarding suicide awareness and prevention; child abuse, human trafficking of children, and the sexual abuse of children, including warning signs that a child may be a victim of child abuse, human trafficking, or sexual abuses; screening, intervention, accommodation, use of technology and advocacy for students with reading impairments, including dyslexia; college and career readiness; or other training programs explicitly permitted by state law. Professional development shall consist of any of the following activities:

<b><u>Professional Development Activities:</u></b>	<b><u>Documentation Required:</u></b>
Academic courses related to education or a subject area taught in Arizona public schools.	Official transcripts from an accredited institution. Each semester hour of courses is equivalent to 15 hours of professional development.
District or school-sponsored in-service training specifically designed for professional development.	Written verification from the sponsoring district or school stating the dates of participation and number of clock hours earned.
Professional conferences and workshops related to the profession of teaching or the field of public education.	Conference agenda and a statement or certificate from the sponsoring organization noting clock hours earned in training sessions. Limited to 30 clock hours per year.
Business internship. Internship shall be based on an agreement between a business and a district or school with the stated objective of aligning teaching curriculum with workplace skills.	Written verification by the sponsoring business and district or school stating the dates of participation and number of clock hours earned. Limited to 80 clock hours.
Educational research. Research shall be sponsored by a research facility or an accredited institution or funded by a grant.	The published report of the research or verification by the sponsoring agency and a statement of the dates of participation and the number of clock hours earned.
Serving in a leadership role of a professional organization related to the profession of teaching or the field of public education.	Written verification by the governing body of the professional organization of the dates of service and clock hours earned. Limited to 30 clock hours per year.
Serving on a visitation team for a school accreditation agency.	Written verification from the accreditation agency of the dates of service and clock hours earned. Limited to 60 hours per year.
Completion of the process for certification by the National Board of Professional Teaching Standards.	Written verification from the National Board of Professional Teaching Standards and a statement from the employing district or school verifying the dates and clock hours earned during the certification process.

\*Note: Applicants who are renewing an **Athletic Coaching** certificate must also submit documentation of valid certification in First Aid and CPR.

**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](mailto:investigation@azed.gov)

**For Further Information: Call or Email**

State Board of Education  
(602) 542-5057 [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov) Updated 10/28/16

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Complete this form by typing or print legibly using **black ink**.

**PERSONAL INFORMATION**

<b>Social Security or Educator ID Number (EIN):</b>		<b>Date of Birth:</b>	<b>Gender: M F</b>
<b>Applicant's Full Legal Name:</b>			
	Last	First	Middle
<b>Former Last Name(s):</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Email Address:</b>		
<b>Ethnicity:</b> <i>(Gender and Ethnicity are requested for federal reporting purposes only)</i>			
American Indian or Alaskan Native		Asian or Pacific Islander	Black or African-American (not Hispanic)
Hispanic or Latino		White (not Hispanic)	Other

**SERVICE TYPES AND FEES**

Renewal Fee: \$20 for each certificate to be renewed or aligned.

- Credit Card payments (Visa or MasterCard) are accepted in person at the Phoenix Certification Office or via the [AzEDCert Educator Portal](#) with a \$2.00 convenience fee.
- Payments by check and money order are accepted in person and via mail. Cash is not accepted.
- Fees are nonrefundable.

**List the certificates that you would like to renew and/or align:**

**VERIFICATION OF RENEWAL REQUIREMENTS**

**Option 1: District Verification**

I verify that the applicant has completed \_\_\_\_\_ clock hours of professional development activities during the valid period of the certificates listed above which are to be renewed.

Verified by:

Signature	Type or Print Name of Superintendent/Personnel Officer	Date
Title	Name of District, School/Charter Holder	

**Option 2: Applicant Verification**

I have completed college or university coursework to meet renewal requirements. Official transcripts are enclosed.

I have completed professional conferences, workshops, or other approved professional development activities. Certificates of training or letter of verification documenting professional development activities are enclosed.

I verify that I hold a current professional license as a counselor, social worker, psychologist, or speech pathologist. I have enclosed a photocopy of my professional license.

I verify that I have ten years of experience in Arizona and in the same area in which I am seeking renewed certification, I am in good standing, and my certificate has expired for at least two years, but not more than ten years. I have enclosed verification of my full-time educator experience.

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### BACKGROUND QUESTIONS

Answer every question, sign and date. 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?
- 3. YES NO Are you currently under investigation or subject to a proceeding involving any professional certification or license?
- 4. YES NO Are you currently or have you ever been the subject of any investigation by the Department of Family or Child Protective Services?
- 5. YES NO Have you ever been convicted of any felony offense?
- 6. YES NO Have you ever been arrested for any offense?
- 7. Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?
  - a. YES NO Second-degree murder
  - b. 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
  - c. YES NO Sexual assault
  - d. YES NO Molestation of a child
  - e. YES NO Sexual conduct with a minor
  - f. YES NO Commercial sexual exploitation of a minor
  - g. YES NO Sexual exploitation of a minor
  - h. YES NO Child abuse
  - i. YES NO Kidnapping
  - j. YES NO Sexual abuse of a minor
  - k. YES NO Taking a child for the purpose of prostitution as prescribed in section A.R.S.§13-3206
  - l. YES NO Child prostitution as prescribed in section ARS§13-3212
  - m. YES NO Involving or using minors in drug offenses
  - n. YES NO Continuous sexual abuse of a child
  - o. YES NO Manslaughter
  - p. YES NO Attempted first-degree murder
  - q. YES NO Any other dangerous crime against children as defined in section A.R.S.§13-604.01
  - r. YES NO Any of the above listed offenses if committed as a preparatory offense as described in A.R.S.§13-1001
  - s. YES NO Any offense causing you to register as a sex offender
  - t. YES NO First-degree murder
  - u. YES NO Armed Robbery
  - v. YES NO Incest
  - w. YES NO Exploitation of minors involving drug offenses
  - x. YES NO Sexual abuse of a vulnerable adult
  - y. YES NO Sexual exploitation of a vulnerable adult
  - z. YES NO Commercial sexual exploitation of a vulnerable adult
  - aa. YES NO Abuse of a vulnerable adult
  - ab. YES NO Molestation of a vulnerable adult
  - ac. 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 grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. 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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