APPLICATION FOR THE INTERNATIONAL TEACHING CERTIFICATE
Arizona Department of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information
The International Teaching Certificate is issued to teachers from foreign countries who are contracted through the foreign teacher exchange program and will be teaching in an Arizona school with a J1 or Q1 visa. The certificate is valid for the length of the certificate holder’s visa and may be extended if the visa is extended.

Steps to Apply for an International Teaching Certificate

Step 1: Obtain a teaching position and J-1 or Q-1 Visa: Complete the steps necessary to obtain an exchange teaching position in an Arizona school and a J1 or Q1 visa. For information on exchange visas for international teachers, please visit https://travel.state.gov/content/travel/en/us-visas/study/exchange.html.


Step 3: Transcript Evaluation: Have your foreign official transcripts evaluated by a Department-approved foreign credential evaluation agency. The evaluation must verify that you have the equivalent of a bachelor’s degree from an accredited institution and teacher preparation that is comparable to the teacher preparation requirements for an Arizona Standard teaching certificate.

Step 4: Complete the Application. Complete the Application for International Teaching Certificate and verify that you have all required materials using the Application Checklist.

Step 5: Submit the Application Packet. Submit the application, required fee, and supporting documentation to the Arizona Department of Education, Certification Unit.

Mail application packet to:
AZ Department of Education - Teacher Certification
PO Box 6490
Phoenix, AZ 85005-6490

Or submit application in person to:
Arizona Department of Education
1535 West Jefferson St.
Phoenix, AZ 85007

** Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code. **

9/25/2018  WWW.AZED.GOV/EDUCATOR-CERTIFICATION/
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 certified 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 falsely 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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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

APPLICATION CHECKLIST
Submit the following:

□ Completed Application:
  o Select the certificate you are requesting. If you are requesting a Secondary certificate, indicate one approved area.
  o Answer every Background Question, sign and date the application.
  o If you answer “Yes” to any Background Question, you must submit a completed Explanation of Incident form for each incident, even if the incident was previously disclosed.

□ Required Fee: A check or money order for $60 for each International Teaching Certificate, Additional Approved Area, or Endorsement Requested. Credit card payments (Visa or MasterCard) may be accepted for in-person applicants at the Phoenix Certification office. Fees are non-refundable.

□ AZ DPS IVP Card: A photocopy of your valid Arizona DPS IVP fingerprint clearance card (plastic).

□ Foreign Credential Evaluation: The original evaluation from the Department-approved foreign credential evaluation agency documenting your bachelor’s degree and teacher preparation program.

□ Letter Verifying Teaching Position: A letter signed by an Arizona school superintendent or personnel director verifying that you have been placed in a contracted teaching position.

□ J1 or Q1 Visa: A photocopy of your valid J1 or Q1 visa.

□ Foreign Language Teachers Only: Applicants who are requesting certification in a foreign language may submit a verification letter from their university department chair or dean verifying that they are proficient in the foreign language in lieu of a degree in the foreign language.

EDUCATION
Please list the institutions that you attended and are submitting a foreign equivalency evaluation documenting degree(s) and teacher preparation coursework.

<table>
<thead>
<tr>
<th>College Or University</th>
<th>Location (Country, City)</th>
<th>Degree/Major</th>
<th>Date Awarded</th>
</tr>
</thead>
</table>

** REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE. **

## SERVICE TYPES AND FEES

### INTERNATIONAL TEACHING CERTIFICATES ($60 EACH)

*Please select the teaching certificate in the area in which you have completed teacher preparation.*

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Corresponding Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth-Grade 3: Early Childhood (Birth-Grade 3)</td>
<td>PreK-12 Music Education</td>
</tr>
<tr>
<td>Elementary (Grades K-8)</td>
<td>PreK-12 Physical Education</td>
</tr>
<tr>
<td>Middle Grades (Grades 5-9) - <em>Specify One Approved Area:</em></td>
<td>PreK-12 Theatre Education</td>
</tr>
<tr>
<td>Secondary (Grades 6-12) – <em>Specify One Approved Area:</em></td>
<td>Special Education: Mild/Moderate Disabilities</td>
</tr>
<tr>
<td>PreK-12 Art Education</td>
<td>Special Education: Moderate/Severe Disabilities</td>
</tr>
<tr>
<td>PreK-12 Dance Education</td>
<td>Special Education: Early Childhood</td>
</tr>
<tr>
<td></td>
<td>Special Education: Hearing Impaired</td>
</tr>
<tr>
<td></td>
<td>Special Education: Visually Impaired</td>
</tr>
</tbody>
</table>

### ADDITIONAL APPROVED SUBJECT AREAS ($60 EACH)

*Additional approved areas may be added to the appropriate teaching certificates to authorize the holder to teach the subject. Please review the Approved Area Requirements for further information.*

<table>
<thead>
<tr>
<th>Subject</th>
<th>Corresponding Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>History</td>
</tr>
<tr>
<td>Biology</td>
<td>Mathematics (Middle Grades/Early Secondary)</td>
</tr>
<tr>
<td>Business</td>
<td>Middle Grades General Science</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Middle Grades Language Arts</td>
</tr>
<tr>
<td>Chinese (Mandarin)</td>
<td>Middle Grades Mathematics</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Middle Grades Social Studies</td>
</tr>
<tr>
<td>Dance</td>
<td>Music</td>
</tr>
<tr>
<td>Drama/Theatre</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Economics</td>
<td>Physics</td>
</tr>
<tr>
<td>English</td>
<td>Political Science/American Government</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Social Studies</td>
</tr>
<tr>
<td>French</td>
<td>Spanish</td>
</tr>
<tr>
<td>General Science</td>
<td>Other Approved Area(s) not indicated above:</td>
</tr>
<tr>
<td>Geography</td>
<td>Art (PreK-12)</td>
</tr>
<tr>
<td>German</td>
<td>Bilingual – Language:</td>
</tr>
<tr>
<td>Health</td>
<td>Select One: Provisional or Full</td>
</tr>
<tr>
<td></td>
<td>Computer Science (PreK-12)</td>
</tr>
<tr>
<td></td>
<td>Dance (PreK-12)</td>
</tr>
<tr>
<td></td>
<td>Dramatic Arts (PreK-12)</td>
</tr>
<tr>
<td></td>
<td>Driver’s Education</td>
</tr>
<tr>
<td></td>
<td>Early Childhood Endorsement -Select one: Provisional or Full</td>
</tr>
<tr>
<td></td>
<td>Elementary Foreign Language K-8 Language:</td>
</tr>
<tr>
<td></td>
<td>English as a Second Language (ESL) Select one: Provisional or Full</td>
</tr>
<tr>
<td></td>
<td>Gifted - Select one: Provisional or Full</td>
</tr>
<tr>
<td></td>
<td>Library Media Specialist (PreK-12)</td>
</tr>
<tr>
<td></td>
<td>Mathematics Endorsement K-8</td>
</tr>
<tr>
<td></td>
<td>Middle Grade (Grades 5-9)</td>
</tr>
<tr>
<td></td>
<td>Music (PreK-12)</td>
</tr>
<tr>
<td></td>
<td>Physical Education (PreK-12)</td>
</tr>
<tr>
<td></td>
<td>Reading Endorsement – Select one: K-8 6-12 K-12</td>
</tr>
<tr>
<td></td>
<td>Structured English Immersion (SEI)</td>
</tr>
</tbody>
</table>
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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?
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? (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
▶ 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  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 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