**APPLICATION FOR THE TEACHING INTERN CERTIFICATE**

Arizona Department Of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85006-6490 • Telephone: 602.542.4367

**General Information**
The Teaching Intern certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Provisional Teaching certificate. The candidate must have a Bachelor’s degree from an accredited institution and be enrolled in an Arizona State Board authorized alternative path to certification program, or an Arizona State Board approved teacher preparation program. The Teaching Intern certificate is valid for two years from date of issuance and may be extended yearly for no more than two consecutive years. An individual is not eligible to hold the certificate more than once in a five-year period. An individual that receives a Teaching Intern certificate shall not be eligible for an emergency certificate.

**Instructions**

**Step 1:** Apply for an Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint clearance card. Please visit the Arizona Department of Public Safety website or call (602) 223-2279 for information on applying for the IVP card.

**Step 2:** Enroll in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program in the appropriate certificate area. See list of educator preparation programs for contact information.

**Step 3:** Submit the following documents:

**Checklist:**

- A completed Application for Teaching Intern Certificate.
  - 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 AZDPS IVP fingerprint clearance card (plastic).

- Official transcript(s) documenting a Bachelor’s or more advanced degree from an accredited institution.

- Letter of verification indicating you are enrolled in an Arizona State Board approved alternative path to certification or Arizona State Board approved teacher preparation program. The letter must be signed by the appropriate designee. See list of educator preparation programs for contact information.

- If you are applying for the Structured English Immersion (SEI) endorsement, submit an official transcript or certificate of training documenting completion of 3 semester hours or 45 clock hours of state approved SEI endorsement training.

- A check or money order for the amount due, made payable to the Arizona Department of Education (ADE). Fees are: $60 for the Teaching Intern certificate and $60 if you are adding the Full SEI endorsement. Additional approved areas are $60 each. Cash will not be accepted. Certification fees are nonrefundable.

**Step 4:** The Certification Unit will review your application to determine if you meet requirements.

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**requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code.**
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 certificate or license?
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?
5. ▶ YES__ NO__ Have you ever been arrested for any offense?
6. ▶ 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 A.R.S§13-3212
 ▶ YES__ NO__ Involving or using minors in drug offenses
 ▶ YES__ NO__ Continuous sexual abuse of a child
 ▶ YES__ NO__ Manslaughter

Any of the above listed offenses if committed as a preparatory offense as described in A.R.S.§13-1001
Any other dangerous crime against children as defined in section A.R.S.§13-604.01
Any of the listed offenses if committed as a sex offender

I understand that pursuant to A.R.S. § 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 ___________________________
# Application for the Teaching Intern Certificate

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## Section 3: Service Types and Fees

### Certificates ($60 Each)

- **General Education Certificates**
  - Early Childhood (Birth-Grade 3)
  - Elementary (Grades 1-8)
  - Secondary (Grades 6-12) – **Approved Area:**
  - Arts Education (PreK-12) – □ Art □ Dance □ Dramatic Arts □ Music

- **Special Education Certificates**
  - Mild-Moderate Disabilities
  - Severely and Profoundly Disabled
  - Early Childhood Special Education (Birth-Grade 3)
  - Visually Impaired
  - Hearing Impaired

### Approved Subject Areas and Endorsements ($60 Each)

#### Additional Approved Subject Areas

Additional Approved Subject Areas may be added to appropriate teaching certificates to authorize the holder to teach the subject within the scope of the certificates held. Most approved areas only require passing an Arizona Educator Exam in the subject.

- Art
- Biology
- Business
- Chemistry
- Drama
- Earth Science
- Economics
- English
- General Science
- Health
- History
- Mathematics
- Middle Grades General Science 6-8
- Middle Grades Language Arts 6-8
- Middle Grades Mathematics 6-8
- Middle Grades Social Studies 6-8
- Music
- Physical Education
- Physical Science
- Physics
- Political Science/American Government
- Social Studies
- Spanish

#### Endorsements PreK-12

Endorsements may be added to teaching certificates in order to show specialization and may expand the grade level of the certificate. Endorsements have specific requirements which may include coursework, experience, and/or exam(s).

- Full Structured English Immersion (SEI)

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8/9/2017