

# APPLICATION FOR THE ALTERNATIVE 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 Alternative Teaching certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Standard Professional Teaching certificate. The Alternative Teaching certificate is valid for two years from the date of issuance and may be extended yearly for no more than two consecutive years. Certificate holders must be continuously enrolled and making progress in the Board approved teacher preparation program to qualify for an extension. An individual is not eligible to hold the certificate more than once in a five-year period.
- **Effective October 1, 2018**, the Alternative Teaching Certificate will only reflect the Certification area the holder is qualified to teach if the applicant meets Subject Knowledge Exam Requirement for the Standard Professional Teaching Certificate they are pursuing.

## Instructions

**Step 1: Apply for AZDPS IVP fingerprint clearance card.** Apply for an Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint clearance card. Please visit <http://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/> for further information.

**Step 2: Enroll in a Teacher Preparation Program.** Enroll in an Arizona Board approved alternative path to certification program, or an Arizona Board approved teacher preparation program, in the appropriate certificate. Contact the appropriate representative from the [list of educator preparation programs](#) for information on enrolling in a Board approved program. *Note:* Most institutions will require verification that you have been hired for a teaching position to enroll in the program.

**Step 3: Request Official Transcripts.** Request official transcript(s) documenting your bachelor's or more advanced degree.

- **Paper official transcripts** may be sent to yourself and submitted with the application. Paper official transcripts should be on security paper and include the university seal and signature of the registrar.
- **Electronic official transcripts** must be sent from the college or university to [Certification@azed.gov](mailto:Certification@azed.gov).
- **Foreign transcripts** must be evaluated by a Department approved [Foreign Credential Evaluation Agency](#) to document that you have the equivalent of a Bachelor's or more advanced degree from an accredited institution in the United States.

**Step 4: Pass the AEPA/NES Subject Knowledge Exam.** If you are seeking an Alternative Teaching Certificate which shows the certification area, you must meet the Subject Knowledge Exam Requirement that aligns to the Standard Professional Teaching Certificate you are pursuing. For information on the Arizona educator exams, please visit [www.aepa.nesinc.com](http://www.aepa.nesinc.com). For options to waive a subject knowledge exam requirement, please review the [Requirements for the Standard Professional Teaching Certificate](#).

**Step 5: Complete the Application.** Complete the Application for the Alternative Teaching Certificate and verify that you have all required materials using the Application Checklist.

**Step 6: 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

**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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## 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:**
  - Select the certificate you are requesting. If you are requesting a Secondary certificate, indicate **one** approved area.
  - 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.
- Letter verifying enrollment** in a Board approved teacher preparation program, signed by the appropriate contact. ([List of teacher preparation program contacts](#))
- Official transcripts** posting your bachelor's degree or more advanced degree.
- AEPA or NES official score report** documenting that you passed the subject knowledge exam in the certification area, if applicable.
- AZ DPS IVP fingerprint clearance card:** A photocopy of your valid Arizona DPS IVP fingerprint clearance card (plastic).
- Appropriate Fee:** A check or money order for \$60 the Alternative Teaching Certificate. Additional approved area(s) and endorsement(s) are \$60 each. Credit card payments (Visa or MasterCard) may be accepted for in-person applicants at the Phoenix Certification office.

## EDUCATION

Please list the institution(s) in which you are submitting/will submit official transcripts documenting your Bachelor's or more advanced degree.

College Or University	Location, State	Degree/Major	Date Awarded
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Please check how your official transcripts are being submitted.	<input type="checkbox"/> Electronic official transcript has been emailed to <a href="mailto:Certification@azed.gov">Certification@azed.gov</a> on _____
	<input type="checkbox"/> Official paper transcript(s) are included with this application.
	<input type="checkbox"/> A foreign equivalency evaluation is included with this application.
	<input type="checkbox"/> Official paper transcript(s) were mailed to the Certification Office on: _____

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## ALTERNATIVE TEACHING CERTIFICATES (\$60 EACH)

Select **one** of the following Alternative Teaching Certificates.

### General Education

- Alternative Teaching without Certification Area
- Early Childhood (Birth-Grade 3)
- Elementary (Grades K-8)
- PreK-12 Art Education
- PreK-12 Dance Education
- PreK-12 Music Education
- PreK-12 Physical Education
- PreK-12 Theatre Education
- Secondary (Grades 6-12) – *Specify One Approved Area in the box below.*

### Special Education Certificates

- Mild/Moderate Disabilities
- Moderate/Severe Disabilities
- Early Childhood Special Education (Birth-Grade 3)
- Hearing Impaired
- Visually Impaired

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

An additional approved area may be added to an Alternative Teaching Elementary, Mild/Moderate Disabilities, or Moderate/Severe Disabilities certificate, or an Alternative Secondary Certificate. **Note: The fee for the Alternative Secondary Certificate includes one approved area.**

- |  |   |
|--|---|
| <input type="checkbox"/> Art                   | <input type="checkbox"/> Mathematics  |
| <input type="checkbox"/> Biology               | <input type="checkbox"/> Mathematics (Middle Grades/Early Secondary)        |
| <input type="checkbox"/> Business              | <input type="checkbox"/> Middle Grades General Science                      |
| <input type="checkbox"/> Chemistry             | <input type="checkbox"/> Middle Grades Language Arts                        |
| <input type="checkbox"/> Chinese (Mandarin)    | <input type="checkbox"/> Middle Grades Mathematics                          |
| <input type="checkbox"/> Computer Science      | <input type="checkbox"/> Middle Grades Social Studies                       |
| <input type="checkbox"/> Dance                 | <input type="checkbox"/> Music  |
| <input type="checkbox"/> Drama/Theatre         | <input type="checkbox"/> Physical Education                                 |
| <input type="checkbox"/> Earth Science         | <input type="checkbox"/> Physical Science                                   |
| <input type="checkbox"/> Economics             | <input type="checkbox"/> Physics  |
| <input type="checkbox"/> English               | <input type="checkbox"/> Political Science/American Government              |
| <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Social Studies                                     |
| <input type="checkbox"/> French                | <input type="checkbox"/> Spanish  |
| <input type="checkbox"/> General Science       | <input type="checkbox"/> <b>Other Approved Area(s) not indicated above:</b> |
| <input type="checkbox"/> Geography             |   |
| <input type="checkbox"/> German                |   |
| <input type="checkbox"/> Health                |   |
| <input type="checkbox"/> History               |   |

## STRUCTURED ENGLISH IMMERSION ENDORSEMENT (\$60)

A Structured English Immersion (SEI), Provisional or full English as a Second Language (ESL), or full Bilingual endorsement is required if you are teaching one or more English language learners.

- Structured English Immersion Endorsement

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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?
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
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?
  - 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\_\_ 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 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