Requirements for the Standard Secondary Education, 6-12 certificate are:

1. Completed Application for Certification.
2. Appropriate fee (See Application for Certification).
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (IVP) fingerprint card. For more information visit the Arizona Department of Public Safety website or call (602) 223-2279.
4. A Bachelor’s or more advanced degree from an accredited institution. Official transcript(s) required.
5. Option A, B, or C. One of the following:
   A. Teacher Preparation Program: Completion of a teacher preparation program in secondary education from an accredited institution or from a Board-approved teacher preparation program.
   B. Coursework and Experience: Thirty (30) semester hours of education courses including at least 8 semester hours of practicum in grades 6-12. Two years of verified full-time teaching experience in grades 6 through Postsecondary may substitute for the 8 semester hours of practicum. Submit a Verification of Teaching Experience form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Courses which teach the knowledge and skills described in the professional teaching standards such as learning theory, classroom management, methods and assessment are acceptable.
   C. Out-of-State Certification: A valid, comparable Secondary Education certificate from another state. Applicants who qualify under Option C are not required to meet requirements #6 and #7.
   One of the following:
   A. NES/AEPA: A passing score on the NES or AEPA Assessment of Professional Knowledge: Secondary exam.
   B. Out-of-State Exam: A passing score on a substantially similar Professional Knowledge Secondary examination from another state or agency. Submit original score reports.
   C. NBCT: A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a photocopy of the certificate.
   D. Teaching Experience: Three years of full-time teaching experience in any state, including Arizona, in grades 6-12. Submit a Verification of Teaching Experience form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Note: Experience teaching in a foreign school does not meet this requirement.
7. Subject Knowledge Secondary Education Exam.* Applicants must meet the subject knowledge exam requirement to qualify for a 6-12 approved area.
   One of the following:
   A. NES/AEPA: A passing score on an AEPA or NES Secondary Subject Knowledge Exam. Note: A middle grades subject knowledge test does not meet the subject knowledge exam requirement for a secondary certificate. If a proficiency assessment is not offered in a subject area, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution.
   B. Out-of-State Exam: A passing score on a substantially similar Subject Knowledge Secondary Education examination from another state or agency. Submit the original score report at time of application.
   C. NBCT: A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a photocopy of the certificate.
D. **Degree in the Subject:** A Bachelor’s, Master’s, or Doctorate degree from an accredited institution in a relevant content area. Submit official transcripts.

E. **Teaching Experience:** Three years of full-time teaching experience in any state, including Arizona, in the appropriate subject area. Submit a Verification of Teaching Experience form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Experience teaching in a foreign school does not meet this requirement.

**NOTE:** To qualify for a waiver of an AEPA or NES exam in the subject areas of Science, Social Studies, Mathematics, or English you must have three years of full-time experience teaching the subject in grades 9-12.

F. **Post-Secondary Teaching:** Experience teaching courses relevant to the appropriate subject area for the last two consecutive years and for a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions. Submit a verification letter from a department chair, dean, or personnel director, verifying employment for the specific durations from one or more qualifying postsecondary institutions.

G. **Work Experience:** Demonstration of expertise in the appropriate subject area through five years of relevant work experience. “Work experience” means work experience identified in the submission of a resume verified by a hiring public school superintendent or personnel director or the Department of Education which demonstrates knowledge or skills relevant to the subject area.

H. **STEM Experience:** Individuals may waive an NES/AEPA exam in a Science or Mathematics subject area based on:
   - Verified work experience of five or more years in science, technology, engineering, or mathematics (STEM). Submit verification of STEM work experience completed and signed by a supervisor or HR representative.
   - Official transcripts documenting 24 semester hours of coursework in the requested Science or Mathematics subject area.

**Options I and J may be used in lieu of 24 semester hours of coursework when an AEPA or NES Exam is not offered.**

I. **ACTFL:** A passing score of Advanced Low on the American Council on the Teaching of Foreign Languages (ACTFL) for the speaking and writing exams may be used in lieu of 24 semester hours of coursework if an NES/AEPA language assessment is not offered.

J. **Native American Language Proficiency:** Verification of Native American language proficiency may be used in lieu of 24 semester hours of coursework. Submit a letter on official letterhead from a person(s) or entity designated by the appropriate tribe.

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<th>Requirements # 8 and # 9 are required within one year or three years. **</th>
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<td>8. Arizona Constitution (a college course or the appropriate examination).</td>
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<tr>
<td>9. U.S. Constitution (a college course or the appropriate examination).</td>
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**NOTE:** If you otherwise qualify but are deficient in the Arizona Constitution and/or U.S. Constitution, you have **three years** under a valid teaching certificate to fulfill these requirements, except that if you are certified to teach an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the Arizona and U.S. Constitution requirements. If you do not complete the requirements within the allowable time frame, your Standard teaching certificate will be **temporarily suspended** and will not be valid for employment until the deficiency is corrected. A temporary suspension for failure to meet these requirements is not considered a disciplinary action and a person shall be allowed to correct the deficiency within the remaining timeframe of the certificate.