

REQUIREMENTS FOR
PRINCIPAL CERTIFICATE UNDER RECIPROCITY RULES
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **PRINCIPAL PREKINDERGARTEN – 12 CERTIFICATE (RECIPROCITY RULES)**

The Principal Certificate issued under Reciprocity Rules is valid for 8 years and may be renewed.

Requirements for the Reciprocal Principal 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 (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A photocopy of your valid administrative certificate another state that is equivalent to the Arizona Principal certificate.
5. **One** of the following:
 - A. Official transcripts documenting a Master's or more advanced degree and, if applicable, completion of graduate coursework educational administration; **or**
 - B. An official verification letter from the educator certification office that issued the valid out-of-state certificate verifying that your certificate is comparable to a Principal certificate in another state, that you passed all required certification exams in order to be certificated in that state or that exams were not required at the time of certification, and that you are in good standing with that other state.