

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

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

The Supervisor Certificate issued under Reciprocity Rules is valid for 8 years and may be renewed with 120 clock hours of professional development activities.

Requirements for the Supervisor Certificate under Reciprocity Rules 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 valid Arizona Arts Education, Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education teaching certificate or other professional certificate.
5. A photocopy of your valid administrative certificate another state that is equivalent to the Arizona Supervisor certificate.
6. **One** of the following:
 - A. Official transcripts documenting a Master’s or more advanced degree and, if applicable, completion of educational administration coursework; **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 Supervisor Administrator 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.