

REQUIREMENTS FOR
**STANDARD PROFESSIONAL PRINCIPAL, PREKINDERGARTEN – 12
CERTIFICATE**

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

THE STANDARD PROFESSIONAL PRINCIPAL CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHO HOLD THE TITLE OF PRINCIPAL, ASSISTANT PRINCIPAL OR PERFORM THE DUTIES OF PRINCIPAL OR ASSISTANT PRINCIPAL AS DELINEATED IN TITLE 15 OF THE ARIZONA REVISED STATUTES.

➤ **STANDARD PROFESSIONAL PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 12 years may be renewed.

Requirements for the Standard Professional 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 <http://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/>.
4. Option A or B

Option A: Master’s Degree, Coursework, Experience, and Exam (Requirements A-1 through A-5 must be met)

A-1. Official transcripts documenting a Master’s or more advanced degree from an accredited institution.

A-2. Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. Please submit a [Verification of Teaching Experience](#) form, completed and signed by the District Superintendent or Personnel Director, to verify teaching experience.

A-3. Official transcripts documenting completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.

A-4. Principal Practicum or Experience.

One of the following:

- Official transcript from an accredited institution documenting a practicum as a principal; **or**
- Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

A-5. Principal or Superintendent Exam Requirement.

One of the following:

- A passing score on the Arizona Educator Proficiency Assessment (AEPA) Principal Subtest I and II exam; **or**
- A passing score on the Arizona Educator Proficiency Assessment (AEPA) Superintendent Subtest I and II exam; **or**
- Verification of three years of full-time experience as an administrator in any state, including Arizona. Submit a letter on official letterhead, completed and signed by a superintendent or personnel director, verifying your administrator experience. **Note:** *Experience as an administrator in a foreign school will **not** be accepted. **or***

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- An official score report documenting that you passed a substantially similar administrative exam from another state.

Option B: Certification Reciprocity

B-1: The applicant holds a valid, comparable Principal certificate in another state and is in good standing with that other state. Submit **one** of the following:

- A photocopy of your valid, comparable out-of-state Principal certificate and the official transcripts documenting completion of the administrator preparation program that qualified you for the out-of-state certificate; **or**
- An official letter from the educator certification office that issued the out-of-state Principal certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Principal certificate.