

REQUIREMENTS FOR THE  
**INTERIM SUPERINTENDENT, PREK-12 CERTIFICATE**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

*Individuals who hold the title of Superintendent, Assistant Superintendent or Associate Superintendent and who perform duties directly relevant to curriculum, instruction, certified employee evaluations, and instructional supervision may obtain a Superintendent certificate. The Interim Superintendent certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. The candidate must be enrolled in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.*

➤ **INTERIM SUPERINTENDENT, PREK-12 CERTIFICATE**

**Requirements for the Interim Superintendent, PreK-12 certificate:**

1. Completed [Application for An Interim Administrative Certificate](#)
2. Appropriate fee (See Application for An Interim Administrative Certificate)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card. For more information visit <http://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/>.
4. Official transcript(s) documenting a Master's or more advanced degree from an accredited institution.
5. Three (3) years of verified full-time teaching experience or related education services experience in a PreK-12 setting. Submit one of the following:
  - A. A completed [Verification of PreK-12 Teaching Experience](#) to verify three years of full time teaching; **or**
  - B. A letter of verification, signed by a superintendent or personnel director, verifying three years of related education experience in a PreK-12 setting.
6. Letter of verification, signed by the dean or department chair of a college of education, indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
7. Letter of verification, signed by a District Superintendent or Personnel Director, indicating the holder of the interim certificate will be under the direct supervision of an Arizona certified district superintendent or the county school superintendent.

➤ **EXTENSION OF THE INTERIM SUPERINTENDENT, PREK-12 CERTIFICATE**

*The certificate may be extended yearly for no more than two consecutive years.*

**Requirements for the extension of the interim certificate are:**

1. Completed [Application to Extend an Interim Administrative Certificate](#)
2. There is NO FEE to extend this certificate
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. Qualification for the initial issuance of the Interim Superintendent certificate.
5. Letter of verification, signed by the dean or department chair of a college of education, indicating the certificate holder is making adequate progress in the Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program.
6. Official transcript(s) documenting completion of the required coursework must accompany the letter.
7. Letter of verification, signed by a District Superintendent or Personnel Director, indicating the holder of the interim certificate will be under the direct supervision of an Arizona certified district superintendent or the county school superintendent.