

REQUIREMENTS FOR SUPERINTENDENT, PREKINDERGARTEN – 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.

➤ SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE

The certificate is valid for 12 years and may be renewed.

Requirements for the Superintendent 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.
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. A Master's or more advanced degree including at least 60 graduate semester hours from an accredited institution. Official transcript(s) required.

A-2. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative 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-3. Three (3) years of verified full-time teaching experience or related education services experience in Prekindergarten – 12 setting. Submit a [Verification of Teaching Experience](#) form **or** submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

A-4. A practicum as a superintendent or two years of verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

A-5 Superintendent Exam Requirement. Submit **one** of the following:

- A passing score on the [Arizona Educator Proficiency Assessment](#) 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**
- 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 Superintendent 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 Superintendent certificate and the official transcripts documenting completion of the Superintendent preparation program that qualified you for the out-of-state certificate; **or**
- An official letter from the educator certification office that issued the comparable out-of-state Superintendent certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Superintendent certificate.