

REQUIREMENTS FOR
SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA PRINCIPAL OR SUPERINTENDENT CERTIFICATE, THE SUPERVISOR CERTIFICATE IS REQUIRED FOR ALL PERSONNEL, WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES.

➤ **SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE**

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

Requirements for the Supervisor 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 valid Arizona Arts Education Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education certificate or other professional certificate issued by the Arizona Department of Education.
5. **One** of the following - Option A or B

Option A: 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. Official transcript(s) required.

A-2. Three (3) years of verified full-time teaching experience or related education services experience in a 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-3. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three semester hours in school law and three semester hours in school finance.

A-4. Administrative practicum or experience

One of the following:

- Official transcripts from an accredited institution documenting a practicum in educational administration; **or**
- Two (2) years of verified educational administrative experience in grades Prekindergarten-12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify administrative experience.

A-5. Administrator Exam Requirement

One of the following:

- A. A passing score on the Supervisor, Principal **or** Superintendent administrator portion of the Arizona Educator Proficiency Assessment (AEPA); **or**
- B. Verification of three years of full-time supervisor, principal, or superintendent experience in any state, including Arizona. Submit a letter on official letterhead, completed and signed by a superintendent or personnel director, to verify administrative experience. *Note: Experience as a supervisor, principal, or superintendent in a foreign school will not be accepted.* **or**
- C. An official score report documenting that you passed a substantially similar administrator exam from another state.

Option B: Certification Reciprocity

B-1: The applicant holds a valid, comparable Supervisor 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 Supervisor certificate and the official transcripts documenting completion of the Supervisor 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

REQUIREMENTS FOR ELEMENTARY, K – 8 TEACHING CERTIFICATE (continued)
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Supervisor certificate verifying that you are in good standing in that state and that your certificate is comparable to a Standard Professional Supervisor certificate.