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