

REQUIREMENTS FOR THE
SUBSTITUTE, PREK – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. An individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to teaching 120 days in the same school each school year. Substitute teaching may not be used to waive the student teaching practicum.

➤ **SUBSTITUTE, PRE K – 12 CERTIFICATE**

Certificate is valid for 6 years and is renewable.

1. Completed [Application for Certification](#).
2. Appropriate fee (See Application for Certification).
3. A Bachelor's degree from an accredited institution. Official transcript(s) required.
4. 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/>.

www.ade.az.gov/certification