



Requirements for the Subject Matter Expert Standard Teaching, Grades 6-12 Certificate

Arizona Department of Education – Certification Unit

Subject Matter Expert Standard Teaching, 6-12 Certificate

The Subject Matter Expert Standard certificate is valid for 12 years and may be renewed.

Requirements for the Subject Matter Expert Standard Teaching, 6-12 Certificate are:

1. **Application:** Submission of a completed [Application for Certification](#) and the appropriate fee (see Application for Certification).
2. **AZDPS IVP fingerprint clearance card:** A photocopy of your valid [Arizona Department of Public Safety Identity Verified Prints \(IVP\)](#) fingerprint clearance card.
3. **Bachelor's degree:** A Bachelor's or more advanced degree from an accredited college or university.
 - *Documentation Required:* Official transcript(s) posting the degree and date awarded.
4. **One of the following (Option A, B, or C):**
 - Option A. **Postsecondary Teaching Experience:** Teaching experience for the last two consecutive years and for a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions in the applicable subject area of certification.
 - *Documentation Required:* Verification letter(s), completed and signed by a Department Chair, Dean, or Personnel Director, documenting completion of college or university teaching experience in the subject area for the past two consecutive years and a total of three years.
 - Option B. **Degree in the Subject Area:** A Bachelor's, Master's or Doctoral degree from an accredited institution in the requested subject area.
 - *Documentation Required:* Official transcripts documenting the degree in the subject area.
 - Option C. **Work Experience:** Work experience of five or more years in the applicable subject area of certification.
 - *Documentation Required.* One of the following:
 - **Option 1:** A verification letter, completed and signed by a public school superintendent or personnel director, verifying that you have at least five years of relevant work experience in the requested subject area; **or**
 - **Option 2:** A resume detailing work experience of at least five years which demonstrates that you have attained the knowledge and skills in the requested subject area. **Note:** Please allow for a longer processing time to receive approval or denial if you are applying under this option.

Requirement #5 is required within two years from the date of issuance unless you qualify for the certificate with postsecondary teaching experience (Requirement #4, option A). Please read the NOTE below for additional information.

5. Professional Knowledge Secondary Exam *

One of the following (Option A, B, C, or D)

Option A. **NES/AEPA:** A passing score on the NES or AEPA Assessment of Professional Knowledge: Secondary exam.

Option B. **Out-of-State Exam:** An official score report documenting that you passed a substantially similar Professional Knowledge Secondary examination from another state or agency.

Option C. **NBCT:** A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a photocopy of the certificate.



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Option D. **Teaching Experience:** Three years of full-time teaching experience in any state, including Arizona, **in grades 6-12**. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Teaching experience in a foreign school does not meet this requirement.

***NOTE:** If you otherwise qualify but are deficient in the Professional Knowledge Secondary Exam requirement, you have **two years** under a valid Subject Matter Expert Standard teaching certificate to fulfill this requirement. If you do not meet the Professional Knowledge Secondary exam requirement within the allowable time frame, your Subject Matter Expert Standard Certificate will be **temporarily suspended** and will **not** be valid for employment until the deficiency is corrected. A temporary suspension for failure to meet the Professional Knowledge Secondary Exam requirement is not considered a disciplinary action and a person shall be allowed to correct the deficiency within the remaining timeframe of the certificate.