

Application for Certification

Arizona Department of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

General Information

Use this form to apply for most initial educator certificates or to add an approved area or endorsement to an existing certificate. Applicants may also apply online through the Educator Portal.

We strongly encourage applicants to [apply online](#) for the quickest processing time. The online system allows you to upload documents, track your application, and view updates electronically.

Instructions

Step 1 — Review Requirements

Before completing this application, review the specific requirements for the certificate, approved area, or endorsement you are seeking. Requirements are available on the [ADE Certification webpage](#).

Step 2 — Obtain an IVP Fingerprint Clearance Card

Apply for an Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint clearance card. Visit <https://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp> for information.

Step 3 — Submit Official Transcripts

Submit official transcripts using one of the following methods:

- Paper official transcripts: Include original official with this application or have the institution mail the official transcript directly to the ADE Certification Unit.
- Electronic official transcripts: Have the institution send them directly to Certification@azed.gov or via Parchment.
- Foreign degrees/coursework: Provide a credential evaluation from a [Department approved Foreign Credential Evaluation Agency](#), sent directly to the Certification Unit at Certification@azed.gov or submit the original evaluation in a sealed envelope.

Step 4 — Complete the Application

- ☐ Provide all requested personal information.
- ☐ Answer ALL Background Questions, sign and date the form.
- ☐ If you answer “Yes” to any Background Question, include a completed [Explanation of Incident form](#) for each incident.
- ☐ Check the requested service(s). Indicate one approved area, if required.

Step 5 — Submit the Application.

Submit your application, payment for the required **nonrefundable** fee, and all supporting documents to the ADE Certification Unit.

Online Submission

Apply online through the ADE Educator Portal at <http://mycert.azed.gov/launch>
(Visa and Mastercard only)

Mail Submission

Arizona Department of Education – Certification Unit
P.O. Box 6490

Phoenix, AZ 85005-6490

(Check or money order made payable to “Arizona Department of Education” only)

Application for Certification
Arizona Department of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

Application Checklist

Submit the following:

☐ **Completed Application**

- Include all Personal Information.
- Answer **every** Background Question, Sign and Date.
 - If you answer “Yes” to any Background Question, include a completed [Explanation of Incident](#) form(s) for each incident.
- Check the certificate(s), endorsement(s), and/or approved area(s) you are requesting. If indicated, include the subject area or language.

☐ **AZDPS IVP fingerprint clearance card.** A photocopy of your Arizona DPS IVP fingerprint clearance card (plastic).

☐ **Check or money order.** Include a check or money order for the required nonrefundable fee made out to the “Arizona Department of Education”. Please be sure to sign the check.

☐ **Official transcripts (if required).** Include the original official transcripts or foreign credential evaluation in a sealed envelope **or** have electronic official transcripts sent **directly** by the institution to Certification@azed.gov or through Parchment.

☐ **Supporting Documents (if required).** Confirm that all required supporting documents are included with the application or will be sent by the appropriate verifying authority.

Application for Certification

Arizona Department of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

Section 1: Personal Information

Social Security or Educator ID Number:		Date of Birth:		Gender: ☐ M / ☐ F
Last Name:	First:		Middle:	
Former Names:				
Mailing Address:				
City:	State:		Zip:	
Phone:	Email:			
Ethnicity: <i>(Gender and Ethnicity are requested for federal reporting purposes only)</i> ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black or African-American (not Hispanic) ☐ Hispanic or Latino ☐ White (Not Hispanic) ☐ Other				

Section 2: Background Questions

Answer **every** question, sign and date. **ATTENTION:** If “YES” is indicated for any of the following questions, please attach a full explanation to this application; a statement must be provided with each application.

1. Yes ___ No ___ Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?
2. Yes ___ No ___ Are you now or have you ever been under investigation for any type of misconduct related to a professional license or certificate in this state or any other jurisdiction regardless of outcome?
3. Yes ___ No ___ Are you now or have you ever been under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?
4. Yes ___ No ___ Have you ever been convicted of a felony offense?
5. Yes ___ No ___ Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?
6. Yes ___ No ___ Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and statutes related to unprofessional and immoral conduct including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

Applicant's Signature _____

Date _____

Application for Certification

Arizona Department of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

Section 3: Education

Please list all colleges and universities in which you are submitting/will submit official transcripts to meet Certification requirements.

College Or University	Location, State	Degree/Major	Date Awarded
-----------------------	-----------------	--------------	--------------

Please indicate how your official transcripts or foreign credential evaluation from an approved agency has been submitted.

- ☐ The official transcript or foreign credential evaluation is included in a sealed envelope with this application.
- ☐ The official transcript or foreign credential evaluation was mailed to the Certification Office on [Indicate Date]: _____
- ☐ The official transcripts or credential evaluation was sent directly by the institution to Certification@azed.gov or through Parchment on [Indicate Date]: _____

Section 4: Service Types and Fees

Please check the certificate, approved area, and/or endorsement you are requesting. There is a \$60 non-refundable fee for each service requested.

INITIAL CERTIFICATE REQUEST (\$60 EACH)

Standard Professional Teaching Certificates

- | | |
|--|---|
| ☐ Early Childhood Education (Birth-Grade 3) | ☐ Secondary Education (Grades 6-12). Indicate ONE approved subject area: _____ |
| ☐ Elementary Education (Grades K-8) | ☐ Special Education: Mild/Moderate Disabilities |
| ☐ Middle Grades (Grades 5-9). Indicate ONE approved subject area: _____ | ☐ Special Education: Moderate/Severe Disabilities |
| ☐ PreK-12 Art Education | ☐ Special Education: Early Childhood Special Education |
| ☐ PreK-12 Dance Education | ☐ Special Education: Hearing Impaired |
| ☐ PreK-12 Music Education | ☐ Special Education: Visually Impaired |
| ☐ PreK-12 Physical Education | |
| ☐ PreK-12 Theatre Education | |

Other Teaching Certificates

- | | |
|---|--|
| ☐ Substitute Teaching (PreK-12) | ☐ Adult Education |
| ☐ Specialized Secondary-STEM (Grades 6-12). Indicate ONE approved STEM subject area: _____ | ☐ Athletic Coaching |
| ☐ Subject Matter Expert Standard (Grades 6-12). Indicate ONE approved subject area: _____ | ☐ Junior Reserve Officer Training Corps |
| | ☐ Native American Language (PreK-12) |

Career and Technical (CTE) Education Certificates

- | | |
|---|---|
| ☐ CTE Agriculture | ☐ CTE Family and Consumer Sciences |
| ☐ CTE Business and Marketing | ☐ CTE Health Careers |
| ☐ CTE Education and Training | ☐ CTE Industrial and Emerging Technologies |

Please indicate CTE option you are applying under below.

☐ Option A ☐ Option B ☐ Option C ☐ Option D ☐ Reciprocity ☐ Specialized CTE

Standard Professional Administrative, PreK-12 Certificates

- | | |
|--|--|
| ☐ Standard Professional Supervisor, PreK-12 | ☐ Standard Professional Superintendent, PreK-12 |
| ☐ Standard Professional Principal, PreK-12 | |

Standard Professional Non-Teaching Certificates, PreK-12

- | | |
|--|--|
| ☐ School Counselor | ☐ School Social Worker |
| ☐ School Psychologist | ☐ Speech-Language Pathologist |

** Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code.

** Revised 03/05/2026

www.azed.gov/educator-certification/

Page 4 of 6

Application for Certification

Arizona Department of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

ADD AN APPROVED AREA (\$60 EACH)

Approved Subject Areas may be added to appropriate teaching certificates to authorize the holder to teach the subject within the scope of the certificates held. Most approved areas require passing the Arizona Educator Subject Knowledge in the subject area, or qualification for an exam waiver.

- | | |
|--|--|
| ☐ American Sign Language | ☐ German |
| ☐ Art | ☐ Health |
| ☐ Biology | ☐ History |
| ☐ Business | ☐ Mathematics |
| ☐ Chemistry | ☐ Mathematics (Middle Grades and Early Secondary) |
| ☐ Chinese (Mandarin) | ☐ Middle Grades General Science |
| ☐ Communications | ☐ Middle Grades Language Arts |
| ☐ Computer Science | ☐ Middle Grades Mathematics |
| ☐ Dance | ☐ Middle Grades Social Studies |
| ☐ Drama/Theatre | ☐ Music |
| ☐ Earth Science' | ☐ Physical Education |
| ☐ Economics | ☐ Physical Science |
| ☐ Educational Technology/Technology | ☐ Physics |
| ☐ Engineering | ☐ Psychology |
| ☐ Environmental Science | ☐ Political Science/American Govt. |
| ☐ English (English Language Arts) | ☐ Social Studies |
| ☐ French | ☐ Spanish |
| ☐ General Science | ☐ Other Subject Area [Print here]: _____ |
| ☐ Geography | |

ADD AN ENDOREMENT (\$60 EACH)

Endorsements may be added to teaching certificates to show specialization and may expand the grade level of the certificate. Endorsements have specific requirements which may include coursework, experience, and/or exam(s).

- | | |
|--|--|
| ☐ Art, PreK-12 | ☐ Library-Media Specialist, PreK-12 |
| ☐ Bilingual, PreK-12 - Indicate Language: _____ | ☐ Literacy, K-5 |
| <i>Indicate which endorsement:</i> ☐ Provisional or ☐ Full | ☐ Mathematics Specialist, K-8 |
| ☐ Computer Science, K-8 | ☐ Middle Grades, 5-9 |
| ☐ Computer Science, Grades 6-12 | ☐ Music, PreK-12 |
| ☐ Computer Science, PreK-12 | ☐ Physical Education, PreK-12 |
| ☐ Cooperative Education (CTE Certificate Required) | ☐ Reading Specialist, K-8 |
| ☐ Dance, PreK-12 | ☐ Reading Specialist, 6-12 |
| ☐ Dramatic Arts, PreK-12 | ☐ Reading Specialist, K-12 |
| ☐ Driver's Education | ☐ Special Education: Deaf/Hard of Hearing, Birth - Grade 12 |
| ☐ Early Childhood Education, Birth-Grade 3 | ☐ Special Education: Mild/Moderate, PreK-12: |
| <i>Indicate which endorsement:</i> ☐ Provisional or ☐ Full | <i>Indicate which endorsement:</i> ☐ Provisional or ☐ Full |
| ☐ Elementary World Language, K-8 - Language: _____ | ☐ Special Education: Moderate/Severe, PreK-12 |
| | <i>Indicate which endorsement:</i> ☐ Provisional or ☐ Full |
| ☐ English as a Second Language (ESL), PreK-12 | ☐ Special Education: Visually Impaired, Birth-Grade 12 |
| <i>Indicate which endorsement:</i> ☐ Provisional or ☐ Full | ☐ Structured English Immersion (SEI), PreK-12 |
| ☐ Gifted, PreK-12 | ☐ Teacher Leader, PreK-12 |
| <i>Indicate which endorsement:</i> ☐ Provisional or ☐ Full | |

**** Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code.**

** Revised 03/05/2026

www.azed.gov/educator-certification/

Page 5 of 6

Arizona State Board of Education

Professional Practices for Certificate Holders

Standards for Imposing Certificated Educator Sanctions

Consistent with A.R.S. §15-203(20), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

Criminal Offenses

Pursuant to administrative code R7-2-1307 and ARS § 15-550, the Board shall revoke the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement any of the following criminal offenses in this state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First-degree murder
4. Second degree murder
5. Manslaughter
6. Sexual assault
7. Sexual exploitation of a minor
8. Commercial sexual exploitation of a minor
9. A dangerous crime against children as defined in A.R.S. §13-604.01
10. Armed robbery
11. Aggravated assault
12. Sexual conduct with a minor
13. Molestation of a child
14. Exploitation of minors involving drug offenses

Upon notification that a certificated individual has been convicted of a nonrenewable offense, the Board shall revoke the certificate.

Unprofessional and Immoral Conduct

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 **shall**:

1. Make reasonable efforts to protect pupils from conditions harmful to learning, health, or safety;
2. Account for all funds collected from pupils, parents, or school personnel;
3. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
4. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 **shall not**:

1. Discriminate against or harass any pupil or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;
2. Deliberately suppress or distort information or facts relevant to a pupil's academic progress;
3. Misrepresent or falsify pupil, classroom, school, or district-level data from the administration of a test or assessment;
4. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil;
5. Use professional position or relationships with pupils, parents, or colleagues for improper personal gain or advantage;
6. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

7. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;
8. Accept gratuities or gifts that influence judgment in the exercise of professional duties;
9. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. § 13-3401;
11. Make any sexual advance towards a pupil or child, either verbal, written, or physical;
12. Engage in sexual activity, a romantic relationship, or dating of a pupil or child;
13. Submit fraudulent requests for reimbursement of expenses or for pay;
14. Use school equipment to access pornographic, obscene, or illegal materials;
15. Engage in conduct which would discredit the teaching profession.

Individuals found to have engaged in unprofessional or immoral conduct shall be subject to, and may be disciplined by, the Board.

Resignation as an Unprofessional Act and Penalty: ARS §15-545

A certificated teacher shall not resign after signing and returning his contract, unless the resignation is first approved by the governing board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the governing board, shall be subject to such disciplinary action, including suspension and revocation of certificate, as the state board of education deems appropriate.

Failing to Report of Immoral or Unprofessional Conduct

Pursuant to ARS §15-514, any certificated person or governing board member who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of section 13-3620 (mandatory reporting) shall report or cause reports to be made to the department of education in writing as soon as reasonably practicable but not later than three business days after the person first suspects or receives allegation of the conduct.

The superintendent of a school district or the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred shall report the conduct to the department of education.

Failure to report information as required in ARS §15-514 by a certificated person constitutes grounds for disciplinary action by the state board of education.

A governing board member or school district employee who has control over personnel decisions and who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §§ 13-3620 and 15-514 shall not accept the resignation of the certificate holder until these suspicions or allegations have been reported to the State Board of Education.

Filing a Complaint against a Certificate Holder

The Investigative Unit may be reached at (602) 542-2972 or investigation@azsbe.az.gov

For Further Information: Call or Email

State Board of Education

(602) 542-5057 inbox@azsbe.az.gov

Updated September 2024

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.