



Verification for Literacy, K-5 Endorsement Coursework and Exam Waivers

Arizona Department of Education – Certification Unit

General Information

On December 13, 2021, the Arizona State Board of Education approved the *Literacy Endorsement Exceptional Teacher Pathway Criteria*. Applicants who meet the criteria in this *Exceptional Teacher Pathway* may qualify for a waiver of the Literacy endorsement coursework and exam requirements.

This form is for use by an Arizona public school superintendent, personnel director, or principal who has verified that a teacher meets the requirements established in the *Literacy Endorsement Exceptional Teacher Pathway*.

Instructions for Literacy, K-5 Endorsement Applicants

Step 1: Confirm that you meet the following requirements:

- ☐ You hold a valid Arizona Alternative Teaching, International Teaching, Classroom-Based Standard Teaching, or Standard Professional teaching certificate in early childhood education, elementary education, middle grades education, or special education and a valid AZDPS IVP fingerprint clearance card; **and**
- ☐ You have provided instruction in English language arts instruction in a kindergarten through grade 5 classroom for three consecutive years **and** at least 90% of the above-named applicant's full academic year (FAY) students are proficient on the English language arts (ELA) portion of the statewide assessment over the last three consecutive academic years.

Step 2: Complete Section A and forward this form to the Arizona superintendent, personnel director, or principal who can verify if you meet the requirements indicated under Section B on the next page.

Step 3: If verification that you meet all requirements has been or will be sent to the Certification Unit, complete and submit the application and fee for the Literacy, K-5 endorsement.

Instructions for the Arizona school superintendent or personnel directors

Step 1: If applicant meets the criteria, complete, sign, and date Section B on the next page of this form.

Step 2: Scan and save the completed form as a PDF.

Step 3: Forward the completed form **directly** to Certification@azed.gov.

****The completed verification form must be submitted directly by the school administrator to Certification@azed.gov. Forms that are submitted by the applicant will not be accepted. ****



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Section A: To be completed by the certification applicant.

First Name:	Last Name:	Educator ID # or Last 4 digits of SSN:
Email:	Phone Number:	

Certification Applicants: Do not write or type below this line.

Section B: To be completed by the appropriate Arizona public school administrator

This section is to be completed by an Arizona public school superintendent or personnel director.

Print/Type Name	Email
Title	Phone Number
Name of Arizona District or Charter School	Location of District or Charter School

I certify the above-named applicant is a teacher who provides literacy instruction in kindergarten through grade five and has demonstrated through classroom observations and student achievement data across subgroups using evidence-based measures for at least three consecutive years that the teacher possesses the instructional knowledge and skills to:

- i. Effectively teach foundational reading skills, phonological awareness, phonics, fluency, vocabulary, and comprehension; and
- ii. Implement reading instruction using high-quality instructional materials; and
- iii. Provide effective instruction and interventions for students with reading deficiencies, including students with characteristics of dyslexia.

-AND-

I certify that at least 90% of the above-named applicant's full academic year (FAY) students are proficient on the English language arts (ELA) portion of the statewide assessment over the last three consecutive academic years.

Signature of Arizona Superintendent, Personnel Director, or Principal

Date

The completed form must be emailed by the school district or charter school office directly to Certification@azed.gov.



Literacy Endorsement Exceptional Teacher Pathway Criteria

Criteria

An educator qualifies for the Exceptional Teacher Pathway through one of the following two routes:

1. Proficiency Route¹: The local education agency's (LEA) superintendent, principal or personnel director verifies, on a form provided by the Department, that:
 - a. At least 90% of the educator's full academic year (FAY) students are proficient on the English language arts (ELA) portion of the statewide assessment over the last three consecutive academic years; and
 - b. The educator possesses the instructional knowledge and skills described above demonstrated through classroom observations.
2. Test Out Route²: The LEA's superintendent, principal or personal director verifies, on a form provided by the Department, that:
 - a. The educator possesses the instructional knowledge and skills described above demonstrated through classroom observations and student achievement data across subgroups; and
 - b. The educator obtains a passing score on the literacy instruction assessment adopted by the Board.

Data Elements

For educators in grades K-2 that do not have statewide assessment data, the LEA shall utilize a benchmark assessment that is approved for MOWR and compliant with statutory dyslexia screening requirements. A list of approved assessments can be found [here \(ADE MOWR Page\)](#). **[This can be used in lieu of statewide assessment data for K-2 teachers, see 1.a. in the "Criteria" section]**

Full Academic Year students are defined as students enrolled within the first 10 days of school, according to the school's calendar, and continuously enrolled until the first weekday in May. Students with breaks in enrollment fewer than 10 calendar days in the same school are still considered FAY. Note that this is the same definition used for accountability.

The Board or the Department may request documentation the LEA uses to verify an educator qualifies for the Exceptional Teacher Pathway.

FAQ

Q. *I have a teacher who meets the criteria but I think they could benefit from the training/coursework and/or passing the assessment. Do I have to verify they qualify for the Exceptional Teacher pathway?*

¹ Educators who qualify for the Proficiency Route are exempt from the training/coursework and assessment requirements

² Educators who qualify for the Test Out Route are exempt from the training/coursework requirements

A. No. Statute allows, but does not require, local education agencies to verify teachers qualify for the Exceptional Teacher pathway. Alternatively, the LEA could verify the teacher qualifies and still ask that they obtain the training or coursework

Q. I do not have three consecutive years of statewide assessment data because we did not administer the statewide assessment to students in the 2020-2021 school year. Which three years of data do I use?

A. LEAs should refer to the most recent three consecutive years of available statewide assessment data. Because the state did not administer the statewide assessment in the 2020-2021 school year, LEAs should not include that year in its verification determination.

Q. I will be a 1st grade teacher for the first time after teaching 3rd grade for many years. What data should the LEA reference?

A. The LEA must reference the most recent three consecutive years of data.