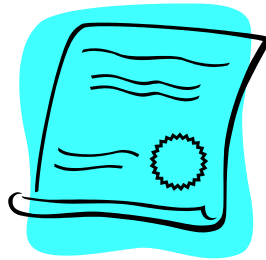


# Teacher Certification FAQ's



**1. Q: Why do I need a valid Arizona teaching certificate?**

A: An Arizona teaching certificate is your license to teach school children. The law requires it, and it also allows us to pay you the salary amount you're entitled to.

**2. Q: What do I do with my certificate once I receive it?**

A: Make a copy of your certificate for your records, and then send it to the district office. We have to record it with the County Superintendent and then keep it in your employment file.

**3. Q: Should I keep any other documents related to my certificate?**

A: You should start and maintain your own set of records related to your certificate. In your records you should keep a copy of your certificate, along with your fingerprint card, AEPA test results, official transcripts, copies of your employment contracts, copies of your evaluations, professional development certificates (workshops, early-release Fridays, etc.), your professional development log, and anything else related to your professional credentials.

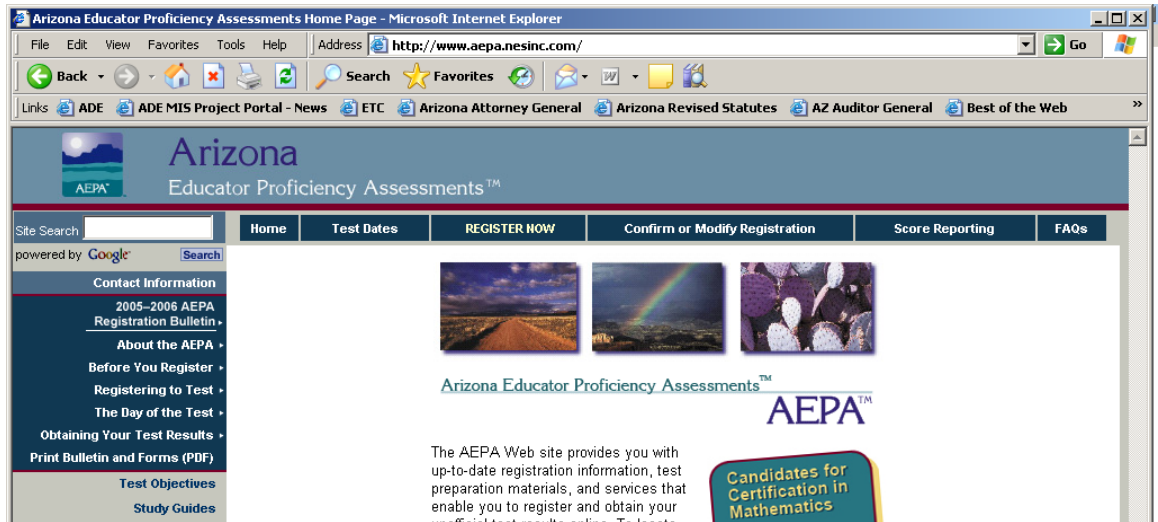
**4. Q: Who issues my teaching certificate?**

A. The Arizona Department of Education (ADE) issues all teaching certificates. All information related to certificates, as well as downloadable forms, contact information, etc. can be found on their website. For specific questions about your certification, call ADE and be ready with your social security number. (See screen shot.)



5. **Q: I have to take AEPA tests. Where do I get more information about that?**

A: AEPA puts all of its information on its website. You can find out about test dates, costs, and download free study guides. (See screen shot.)



6. **Q: I have to get fingerprinted. What do I do?**

A: The PUSD district office can send you the packet you need. In it will be the card that you take to get your prints inked, along with a demographic form that you complete. You will need \$69.00 in the form of a money order or cashier's check (personal checks not accepted) payable to Arizona Department of Public Safety. Take the entire packet, along with the money order, to a law enforcement office to get fingerprinted.

7. **Q: I have to take the Arizona and/or U.S. Constitution tests. What do I do??**

A: Currently, most staff are taking these online through Arizona Western College or Northland Pioneer College. There may be other options if you do an online search.

8. **Q: Is there a complete listing of all the certification, renewal, and endorsement requirements?**

A: Yes, all the requirements related to certification come from the Arizona Administrative Code (A.A.C.) Title 7. Education; Article 6. Certification. To read the A.A.C. on certification, go to the website [http://www.azsos.gov/public\\_services/Title\\_07/7-02.htm](http://www.azsos.gov/public_services/Title_07/7-02.htm) or download the document from our website.

**9. Q: My certification application says that I need to send “official transcripts.” What do I do?**

A: Contact the institution that has the transcript. Tell them that you need “official transcripts” sent to yourself. Enclose the official transcripts with your application, payment, and whatever else is required for your circumstance.

**10. Q: I need a letter verifying my teaching experience. What do I do?**

Q: Contact the district office. We’ll do the letter for you on district letterhead and send it to you in the district mail. Remember to make a copy of it for your files.

**11. Q: My renewal form is asking that the superintendent verify my professional development hours. What do I do?**

A: First, collect all those certificates you’ve been saving since your certificate was first issued. Next, you’ll need to download the Professional Development Log from our website under Miscellaneous School Forms. Complete the log with all the different workshops, conferences, and trainings you’ve attended and note the clock hours on each. Then, take your log and your certificates to your supervisor for verification. He/she will sign the log, and then you’re ready to bring it to the district office, along with your renewal form from ADE. The district office will keep a copy of your log for your employment file, and sign off on your renewal form for you.

**12. Q: How do I know if I need to renew my fingerprint cards or my certificate?**

A: Both your fingerprint card and your certificate have an expiration date on them. Check your files periodically to see if you are about to expire on either one of them. Your certificate can be renewed up to six months before it expires. DPS says to allow 4-8 weeks to process your fingerprints.

13. **Q: I may not be qualified for a regular teaching certificate. What’s the difference between the “Substitute” “Emergency Substitute” and “Emergency Teaching” certificates?**

A. See the chart below for what’s required to apply for and/or renew each certificate.

	<b>SUB</b>	<b>EMERGENCY SUB</b>	<b>EMERGENCY TEACHING</b>
<b><u>Initial Requirements</u></b>	PUSD Certified App	PUSD Certified App	PUSD Certified App
	Fingerprint Card	Fingerprint Card	Fingerprint Card
	Bachelor’s Degree	HS Diploma	Bachelor’s Degree
	Official Transcripts	Official Transcripts	Official Transcripts
	ADE App	ADE App (DO signs)	ADE App (DO signs)
	ADE fee	ADE fee	ADE fee
	No contract allowed	No contract allowed	Contract allowable
	120 day annual limit	120 day annual limit	No annual limit
	Valid 6 years	Valid 1 year	Valid 1 year
<b><u>Renewal Requirements</u></b>	Fingerprint Card	Fingerprint Card	Fingerprint Card
	ADE Renewal Form	ADE Renewal Form (DO signs)	ADE Renewal Form (DO signs)
	ADE fee	ADE fee	ADE fee
		2 semester hours or 30 clock hours	6 semester hours toward regular certification, possible AEPA tests
		Official Transcripts	Official Transcripts