

<p style="text-align: center;"><b>Certification Advisory Committee</b> As Established by the Board April 24, 2006 Revision Adopted August 26, 2024</p>
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Pursuant to A.R.S. § 15-203, the State Board of Education (Board) is responsible for supervising and controlling the certification of persons engaged in instructional work in Arizona.

### **Rationale**

Prior to 2006, the Board did not have a uniform process for the development and review of Board rules regarding certification. The Certification Advisory Committee (CAC) was established to provide the Board with advice and recommendations regarding all proposed rules impacting educator certification.

### **Scope, Function and Mission**

The mission of CAC is to assist in the development and adoption of all rules governing educator certificates. The Committee shall review all proposed rules and recommend action on those rules to the Board. CAC will:

- Ensure greater transparency in rule development. As an advisory committee to the Board the CAC is subject to the requirements of open meeting law. School representatives and concerned citizens are able to easily follow the rulemaking procedures and have meaningful participation
- Ensure all rules have been reviewed and recommended for approval by a single committee representing critical sections of our education community
- Improve efficiency of rule development by eliminating redundant committees and ensuring rules are developed and presented to the Board in a timely manner
- Provide a consistent "check" regarding the technical aspects and feasibility of all proposed rules relating to educator certification
- Ensure that the Board is aware of rules as they are being developed, allowing more meaningful participation in the rulemaking process

### **Committee Structure**

The Committee members are appointed to four-year staggered terms by the Board. Members shall be as follows:

- 1 Elementary Teacher
- 1 Secondary Teacher
- 1 Special Education Teacher
- 1 Career and Technical Education Teacher
- 1 Principal
- 1 Superintendent
- 2 Human Resources Director(s)
- 1 County Schools Superintendent (or designee)
- 1 Charter School Representative
- 2 Representatives from Higher Education
- 2 Public Members

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As specified in Board rule, CAC shall select from its members a chair and vice chair and adopt procedures for conducting business consistent with Robert's Rules of Order.

A quorum of CAC shall be a majority of the voting members of the committee. Voting members shall be only those individuals specifically appointed by the Board. A quorum of the CAC is necessary to conduct its business. An affirmative vote of the majority of voting members present is necessary for the CAC to take action.

The Superintendent shall designate an employee of the Department of Education to serve as a liaison to the CAC. The President of the Board may appoint a member of the Board to serve as an additional liaison to the committee as the President deems appropriate.