



Arizona State Board of Education

1700 W. Washington St. Executive Tower, Suite 300
Phoenix, AZ 85007

SBE Certification Appeal Application Packet

An individual seeking an appeal of his/her certification decision is advised to read all the information about completing the SBE appeals packet before beginning the process.

General Appeal Information

The certification appeal process is available to an individual who has applied for certification and has been denied the requested certification due to the absence of certification requirements. The appeal process provides the applicant an opportunity to petition the *Certification Appeals Advisory Committee (CAAC)* to consider other factors and evidence in lieu of the missing certification requirements.

An appeal cannot be initiated until:

- (a) an applicant has submitted a complete certification application to the Arizona Department of Education (ADE) , Certification Unit;
- (b) the application is reviewed by a certification specialist; and
- (c) the applicant is notified that he/she is denied the requested certification. An applicant who is denied certification, but believes that he/she has legitimate grounds for appeal, may submit an Application for Certification Appeal to the Arizona State Board of Education (SBE).

An appeal must be received within 15 days from the date the certification denial was received. Only an individual who has been evaluated and denied certification is eligible to file an appeal.

Requirements for certification that are mandated by state or federal law cannot be waived through the appeal process.

Candidates submitting an appeal must provide evidence of a baccalaureate or higher degree from an accredited institution, if applicable.

Appeal Timelines

An appeal may be received at any time within 15 days from the date that the certification denial was received. A CAAC Meeting will be set based upon the receipt of the appeal and completed packet of materials.

All fully completed and properly assembled packets received in the ADE office prior to the posted deadline date for submission will be considered at an upcoming CAAC meeting. SBE staff will notify the applicant in writing of the date on which his/her appeal will be heard by CAAC.

Appeal Process

The certification appeal process is a multi-step process that can be initiated by an individual after he/she has received notification from ADE that his/her request for certification has been denied.

Step 1: Application for Certification Appeal

The applicant completes an Application for Certification Appeal form and submits it along with any supporting documentation to inbox@azsbe.az.gov or through mail to Arizona State Board of Education, 1700 W Washington, Suite 300 Phoenix AZ 85007

- All items specified on the enclosed "Certification Appeals Checklist" must be submitted to inbox@azsbe.az.gov
- The following items are required as part of a complete application packet; the omission of any item must be carefully explained on the checklist form.

Completed Appeal Form followed by:

1. Cover letter explaining the reason for the appeal, and rationale why the appeal should be granted.
2. ADE Denial of Certification Letter.
3. Evaluation Form that accompanied the denial letter.
4. Completed Experience Verification Form.
5. Copy of Arizona Educator Certificate and/or Out-of-State teaching certificate.
6. Copy of official transcripts
7. Any other relevant documentation.

Please remove all social security numbers except on the original packet.

Materials are to be collated in the order on the checklist and submitted in submission. Please reduce any legal size documents to letter size on the copy only. Copies must be one-sided. The completed application packet should be mailed to:

**ARIZONA STATE BOARD OF EDUCATION
1700 W WASHINGTON SUITE 300
PHOENIX AZ 85007**

OR

inbox@azsbe.az.gov

Questions - If you have questions regarding your appeal application packet, you should contact the State Board of Education at 602-542-5057. Also, if you plan to attend the CAAC meeting, you should contact the same office to make arrangements prior to the actual meeting day.

Note: No appeal will be processed until all necessary documentation is received in the SBE office.

Step 2: Staff Review

Arizona State Board of Education (SBE). staff review all appeal applications. Persons submitting incomplete applications will be notified by phone or mail as to the specific informational pieces missing from the packet. Incomplete applications will not be processed until all materials are received. Incomplete packets will be held for a maximum of one year. If all required materials are not received by that time, the original packet will be returned to the applicant. It is the responsibility of the applicant to secure all required information. SBE staff will not attempt to acquire any of the necessary information. Applications that are complete and meet all appeal requirements are prepared by SBE staff for presentation to the *Certification Appeals Advisory Committee*.

Step 3: Notification of Appeal Date and Time

SBE staff will notify applicants in writing of the date and location that the appeal will be heard by CAAC. The applicant has the option to attend the CAAC meeting and to be interviewed by CAAC members.

Step 4: Certification Appeals Advisory Committee

The Certification Appeals Advisory Committee reviews the appeal and makes a recommendation to the Arizona State Board of Education (SBE). Its recommendations do not indicate a final action on an appeal. The CAAC is a five member advisory body appointed by the SBE. The committee is made up of two teachers, an administrator, a lay member, and a local school board governing member.

Step 5: Arizona State Board of Education

The Arizona State Board of Education (SBE), in a meeting open to the public, makes the final decision on an appeal. It may adopt, reject, or modify recommendations made by the CAAC. SBE cannot waive requirements imposed by state or federal laws, including the requirement for proper scores on a teacher proficiency examination. SBE's action is based on documents submitted with the appeal. Written notification of SBE's final action will be sent to each applicant, usually within 7 working days after the meeting.



SBE Certification Appeal Checklist

TO BE SUBMITTED BY THE APPLICANT

Applicant Name: _____

Please submit the following items:

Check each item that is enclosed and submit explanation of why any items were omitted.

Required Materials: Certification Appeal Checklist Form and the following:		Applicant Verification of Submitted Materials	For SBE office use only DATE RECEIVED _____
1.	Cover letter explaining your reason for the appeal, including rationale why appeal should be granted		
2.	Arizona Department of Education (ADE) Denial of Certification Letter		
3.	Evaluation Form that accompanied ADE Denial of Certification		
4.	Completed Application for Certification Appeal Form		
5.	Completed Experience Verification Form		
6.	Copy of Official Transcripts		
7.	Copy of Arizona Educator Certificate and/or Out-of-State Certificate		
8.	Any other relevant documentation		

If any items listed above were omitted, please explain why:

Signature of Applicant

Date