

1 **R7-2-618. Fees**

2 **A.** The Superintendent of Public Instruction or the Superintendent's designee shall collect proper
3 fees for certification services and shall transmit the fees to the state Treasurer. The following
4 fees are established for certification services:

- 5 1. Evaluation of qualification for a certificate: \$30.
- 6 2. Evaluation of qualification for an endorsement: \$30.
- 7 3. Issuance of a certificate, endorsement, or letter of non-qualification: \$30.
- 8 4. Renewal of a certificate: \$20.
- 9 5. Name change, duplicate copy, or changes of coding to existing files or certificates: \$20.

10 **B.** Fees shall be paid by credit or debit card, money order, cashier's check, certified check,
11 business check, or personal check and shall be made payable to the order of the Arizona
12 Department of Education. If a check offered in payment for services is not cleared by the
13 financial institution, the applicant shall be notified to pay the fees by money order or certified
14 check. If a certificate has been issued or renewed and payment is not received within two weeks
15 of notification to the applicant, the ~~Board shall file a~~ Department may file a statement of
16 complaint pursuant to R7-2-1302. If a certificate or renewal has not been issued, no certificate
17 or renewal shall be issued until the fees are paid by cashier's check or money order.

18 **C.** Fees paid pursuant to this Section are not refundable.

19 **D.** Notwithstanding this Section and pursuant to A.R.S. § 41-1080.01, the Superintendent or the
20 Superintendent's designee shall waive any certification fee for initial certification, including
21 for endorsements, for any of the following individuals if the individual is applying for the
22 specific certification or endorsement in this state for the first time:

- 23 1. Any individual applicant whose family income does not exceed 200 percent of the federal
24 poverty guidelines;
- 25 2. Any active duty military service member's spouse.
- 26 3. Any honorably discharged veteran who has been discharged not more than two years before
27 application.

28 **E.** Applicants who are requesting a waiver of a certification fee shall submit an attestation and
29 appropriate documentation verifying that they meet the criteria as described in subsection (D).