

## **ARTICLE 6. CERTIFICATION**

### **R7-2-601. Definitions**

In this Article, the following definitions apply unless the context otherwise requires:

1. "Accredited institution" means one which is listed as accredited in the current Higher Education Directory. An institution based outside the United States shall be considered accredited if an approved foreign document evaluation firm approved by the Department declares it to be comparable to an accredited American institution.
2. "Board" means the State Board of Education.
3. "CTE" means Career and Technical Education.
4. "Department" means the Arizona Department of Education.
5. "Practicum" means a period of structured observation and practice of the skills being learned, supervised by an individual trained in that area. The commonly used terms "student teaching," "internship," "residency," or "observation course" are included in this definition.
6. "Professional development" means training to increase skills related to the occupation of education.
7. "Teaching experience" means full-time employment which included full responsibility for the planning and delivery of instruction and evaluation of student learning. Substitute teaching is not considered full-time teaching experience.

### **R7-2-602. Professional Teaching Standards**

- A.** The standards presented in this Section shall be the basis for approved teacher preparation programs, described in R7-2-604, and the Arizona Teacher Proficiency Assessment, described in R7-2-606.
- B.** Standard 1: The teacher designs and plans instruction that develops students' abilities to meet Arizona's academic standards and the district's assessment plan. The performance assessment shall measure the extent to which the teacher's planning:
  1. Focuses instruction on Arizona's academic standards;
  2. Focuses instruction on the school and district's academic standards;
  3. Aligns curriculum with the student assessments;

4. Addresses any physical, mental, social, cultural, and community differences among learners;
5. Addresses prior knowledge of individual and group performance;
6. Indicates short and long-term curriculum goals;
7. Includes appropriate use of a variety of methods, materials, and resources;
8. Includes learning experiences that are developmentally appropriate for learners;
9. Includes learning experiences that address a variety of cognitive levels;
10. Includes learning experiences that are appropriate for curriculum goals;
11. Includes learning experiences that are based upon principles of effective instruction;
12. Includes learning experiences that accurately represent content; and
13. Incorporates appropriate assessment of student progress.

**C. Standard 2:** The teacher creates and maintains a learning climate that supports the development of students' abilities to meet Arizona's academic standards. The performance assessment shall measure the extent to which the teacher:

1. Establishes and maintains standards of mutual respect;
2. Displays effective classroom management;
3. Encourages the student to demonstrate self-discipline and responsibility to self and others;
4. Respects the individual differences among learners;
5. Facilitates people working productively and cooperatively with each other;
6. Provides a motivating learning environment;
7. Promotes appropriate classroom participation;
8. Listens thoughtfully and responsively;
9. Organizes materials, equipment, and other resources appropriately; and
10. Applies to daily practice the ethics of the profession.

**D. Standard 3:** The teacher implements and manages instruction that develops students' abilities to meet Arizona's academic standards. The performance assessment shall measure the extent to which the teacher:

1. Appropriately implements a teacher-designed lesson plan;
2. Communicates to students specific standards and high expectations for learning;

3. Links learning with students' prior knowledge, experiences, and background;
4. Models the skills, concepts, attributes, or thinking processes to be learned;
5. Demonstrates effective written and oral communication;
6. Uses appropriate language to communicate with learners clearly and accurately;
7. Uses strategies that are appropriate to students' developmental levels;
8. Incorporates strategies which address the diverse needs of learners, and demonstrate multicultural sensitivity;
9. Encourages critical thinking;
10. Connects lesson content to real life situations when appropriate;
11. Uses technology and a variety of instructional resources appropriately;
12. Uses a variety of effective teaching strategies to engage students actively in learning;
13. Maximizes the amount of class time students are engaged in learning which result in a high level of success for students;
14. Provides opportunities for students to use and practice what is learned; and
15. Adjusts instruction based on feedback from students.

**E. Standard 4:** The teacher assesses learning and communicates results to students, parents and other professionals with respect to students' abilities to meet Arizona's academic standards. The performance assessment shall measure the extent to which the teacher:

1. Promotes student self-assessment;
2. Uses a variety of appropriate formal and informal assessments aligned with instruction;
3. Maintains records of student work and performance and uses them to guide instructional decisions;
4. Offers students and parents appropriate feedback on progress toward learning expectations;
5. Maintains privacy of student records and performance.

**F. Standard 5:** The teacher collaborates with colleagues, parents, the community and other agencies to design, implement, and support learning programs that develop students' abilities to meet Arizona's academic standards and to transition from school to work or

post-secondary education. The performance assessment shall measure the extent to which the teacher:

1. Works with parents to enhance student learning at home and school;
2. Collaborates with other professionals and agencies to improve the overall learning environment for students;
3. Accesses community resources and services to foster student learning;
4. Demonstrates productive leadership and team membership skills that facilitate the development of mutually beneficial goals; and
5. Collaborates with colleagues to achieve school and district goals.

**G.** Standard 6: The teacher reviews and evaluates his or her overall performance and implements a professional development plan. The performance assessment shall measure the extent to which the teacher:

1. Reviews his or her practices and evaluates the influences of those practices on student growth and learning;
2. Designs and continually adapts a professional development plan for improving instruction and student learning;
3. Engages in activities that implement the professional development plan;
4. Uses employer's documentation of his or her performance to develop a professional development plan; and
5. Pursues professional activities to support development as a learner and a teacher.

**H.** Standard 7: The teacher has general academic knowledge as demonstrated by the attainment of a bachelor's degree. The teacher also has specific academic knowledge in his or her subject area or areas sufficient to develop student knowledge and performance to meet Arizona academic standards. The subject knowledge assessment shall measure the extent to which the teacher has knowledge of:

1. Skills and concepts related to the subject areas;
  - a. At the elementary level, the teacher demonstrates knowledge of language arts and reading, math, science, social studies, and fine arts.
  - b. At the secondary level, the teacher demonstrates knowledge of the subject area or areas he or she is being certified to teach.
2. Major facts and assumptions that are central to the discipline;

3. Debates and the processes of inquiry that are central to the discipline;
4. Integration of disciplinary knowledge with other subject areas; and
5. Connections between knowledge of the subject areas and real life situations at the level of the students being taught.

**I. Standard 8:** The teacher demonstrates current professional knowledge sufficient to effectively design and plan instruction, implement and manage instruction, create and maintain an appropriate learning environment, and assess student learning. The professional knowledge assessment shall measure the extent to which the teacher has knowledge of:

1. A variety of methods for teaching language arts and reading, math, science, social studies, and fine arts at the elementary level or a variety of methods for teaching reading and the subject area or areas in which the teacher is seeking certification at the secondary level;
2. Interdisciplinary learning experiences that integrate knowledge, skills, and methods of inquiry from several subject areas;
3. Principles and techniques associated with various instructional strategies;
4. Learning theories, subject matter, curriculum development, and student development and how to use this knowledge in planning instruction to meet curriculum goals;
5. Methods for recognizing and accommodating exceptional children;
6. Influences of individual development, experiences, talents, prior learning, language, culture, gender, family, and community on student learning;
7. Principles of human motivation and behavior and their implications for managing the classroom and organizing individual and group work;
8. Effective evaluation of curriculum materials and resources for accuracy, comprehensiveness, and usefulness for representing particular ideas and concepts;
9. The characteristics, uses, advantages, and limitations of different types of assessments for evaluating how students learn, determining what they know and are able to do, and identifying what experiences will support their further growth and development;

10. Measurement theory, interpretation of test results, and assessment-related issues, such as validity, reliability, bias, and scoring;
11. Services and resources to meet the needs of exceptional children and how to access the services and resources;
12. Schools as organizations within the larger community context and the operations of the relevant aspects of the educational system; and
13. Laws and ethics related to student, parent, and teacher rights and responsibilities.

**J.** Standard 9: In collaboration with other professionals and parents, the special education teacher participates in the design, implementation, and assessment of individualized education programs. The performance assessment shall measure the extent to which the special education teacher:

1. Demonstrates knowledge of disabilities and their educational implications;
2. Demonstrates knowledge of state and federal special education laws, rules and regulations;
3. Demonstrates knowledge of and the ability to use a variety of assistive devices that support student learning;
4. Applies specialized diagnostic and assessment procedures to assist in determining special education eligibility for all areas of suspected disability;
5. Assists in the design and implementation of individualized education programs through diagnostic teaching, instructional adaptations, and individual behavior management techniques; and
6. Utilizes paraeducators and paratherapists effectively through training and supervision.

**R7-2-603. Professional Administrative Standards**

**A.** The standards presented in this Section shall be the basis for approved administrative preparation programs, described in R7-2-604. The Arizona Administrator Proficiency Assessment shall assess proficiency in the standards as a requirement for certification of supervisors, principals, and superintendents, as set forth in R7-2-616.

**B.** Standard 1: The administrator facilitates the development, articulation, implementation, and management of an organization's mission. The performance assessment shall measure the extent to which the administrator:

1. Develops a mission statement for the organization;
2. Promotes support for and fulfillment of the organization's mission;
3. Provides purpose and direction for individuals and groups within the organization;
4. Demonstrates a knowledge of educational issues and how they affect students, schools, and the community;
5. Facilitates the development of strategic action plans, and goals in cooperation with the community;
6. Sets priorities in the context of community, student, faculty and staff needs;
7. Serves as an articulate spokesperson for the welfare of all students in a diverse community;
8. Describes the role of education in a democratic society within an historical context;
9. Uses documentation of the administrator's performance to design and continually update a professional development plan; and
10. Develops, implements, and monitors changes to the organization's mission to improve student achievement.

**C.** Standard 2: The administrator facilitates the success of all students by understanding, responding to, and influencing the social, cultural, and legal aspects of the community. The performance assessment shall measure the extent to which the administrator:

1. Develops procedures for defining mutual expectations,
2. Develops working relationships and strategies for formulating and implementing organizational policy and funding practices,
3. Adjusts local policy to state and federal requirements,
4. Develops procedures to recognize potential civil and criminal liabilities,
5. Develops procedures to provide for equal educational opportunities in educational programs,
6. Promotes the importance of understanding and appreciating the diversity in the community,

7. Applies strategies for addressing international issues affecting teaching and learning, and
  8. Works effectively with policy makers.
- D.** Standard 3: The administrator implements positive and proactive communication strategies for effective parent and community involvement to improve the learning environment for all students. The performance assessment shall measure the extent to which the administrator:
1. Articulates organizational purpose and priorities to the community and news media,
  2. Requests and responds to community feedback,
  3. Demonstrates consensus building and conflict mediation,
  4. Formulates and implements plans for internal and external communications,
  5. Uses communications skills to strengthen community support,
  6. Develops support for organizational priorities, and
  7. Responds appropriately to the electronic and printed news media.
- E.** Standard 4: The administrator effectively manages services, programs, operations, and resources. The performance assessment shall measure the extent to which the administrator:
1. Demonstrates a knowledge and uses a variety of theories and models of organizations and of the principles of organizational development;
  2. Defines and uses effective processes for gathering, analyzing, and using data for decision making;
  3. Identifies, frames, and solves problems;
  4. Identifies priorities and formulates plans of action to meet internal and external expectations;
  5. Demonstrates project and time management skills;
  6. Establishes procedures to regulate activities and projects;
  7. Delegates at appropriate organizational levels;
  8. Secures, allocates and manages human and material resources;
  9. Utilizes staff evaluation and staff development systems to improve the performance of staff members;

10. Applies adult motivation research to select appropriate models for supervision of the organization;
11. Demonstrates understanding of employee benefits and alternative employee benefits packages;
12. Identifies the potential legal issues affecting school personnel selection, development, supervision, retention, and dismissal;
13. Demonstrates knowledge of student services and programs for which students may be categorically eligible;
14. Evaluates and promotes improved organizational morale;
15. Demonstrates knowledge of social agencies and services available in the community;
16. Promotes a safe and effective learning environment; and
17. Applies to daily practice the ethical conduct of the profession.

**F.** Standard 5: The administrator advocates and supports curricular and instructional programs which promote the success of students. The performance assessment shall measure the extent to which the administrator:

1. Demonstrates knowledge of curriculum design;
2. Develops a strategic plan that enhances teaching and learning;
3. Plans curriculum which anticipates occupational trends and their educational implications;
4. Demonstrates understanding of instructional objectives using theories of cognitive development;
5. Demonstrates a knowledge of alignment and sequence of curriculum which promotes student achievement;
6. Demonstrates knowledge of valid and reliable performance indicators and testing procedures to measure student achievement;
7. Demonstrates knowledge of assessment strategies to help students achieve at high levels;
8. Utilizes current technologies which support management and instructional functions;

9. Exhibits knowledge of an instructional management system that includes research findings on learning, motivation, instructional strategies, instructional time, and resources to maximize student achievement;
10. Demonstrates knowledge of research findings on the use of a variety of instructional strategies that include multicultural sensitivity and various learning styles;
11. Implements programs to help students develop as caring and informed citizens; and
12. Describes and applies legal requirements affecting student supervision.

**R7-2-604. Definitions**

In R7-2-604 through R7-2-604.02, unless the context otherwise requires:

1. “Annual Report” means a report submitted yearly to the Department by all Arizona State Board approved institutions of higher education.
2. “Board Approved Program” means a course of study, that is approved by the Board and meets the state’s standards for early childhood, elementary, secondary and special education teachers, administrators, school guidance counselors, and school psychologists.
3. “Capstone Experience” means a culminating professional experience in a PreK-12 setting. This experience may include student teaching, administrative internships, counseling practicum and internships, and school psychology internships.
4. “Field Experience” means scheduled, directed experiences in a PreK-12 setting that occurs prior to the capstone experience.
5. “Institutional Recommendation” means a form developed by the Department that indicates an individual has completed a Board approved program.

6. “Institutional Report” means a report issued by the review team that cites evidence of compliance with or deviation from each standard that applies to the institution’s programs. The report may include accommodations, recommendations, and areas of improvement.
7. “Low Performing Institutions” mean Board approved teacher preparation institutions where less than 75% of program completers successfully completed the professional knowledge portion of the Arizona Teacher Proficiency Assessment on their first attempt as reported in Title II of the Higher Education Act. When a candidate has attended more than one institution, performance on the proficiency assessment shall be attributed to the institution where the student teaching was successfully completed.
8. “National Accreditation” means accreditation by a national agency that is recognized by the U.S. Secretary of Education. The Department shall publish a list of these agencies on its web site.
9. “National Standards” means written expectations for meeting a specified level of performance that are established by the following organizations: CACREP, CEC, INTASC, ISLLC, ISTE-NETS, NAEYC, NASP or NCATE.
10. “Program” means a course of study and school-based experiences for preparing PreK-12 teachers, administrators, school guidance counselors, and school psychologists. These courses and school-based experiences shall lead to a recommendation for an Arizona teaching, administrator, school guidance counselor, or school psychologist certificate.

11. “Regional Accreditation” means accreditation by a regional agency that is recognized by the U.S. Secretary of Education. The Department shall publish a list of these agencies on its web site.
12. “Student Teaching” means a sustained period of rigorous field-based experiences performed under the supervision of a certified teacher and an institutional program supervisor. The student teaching placement must be appropriate for the certification that the applicant is seeking.
13. “Review Team” means a committee appointed by the Department that shall review professional preparation programs seeking Board approval and provide recommendations to the Board. The committee shall consist of representatives from an Arizona Board of Regents Institution, an Arizona private institution of higher education, an Arizona community college, the Arizona Education Association, a district level administrator from a local education agency, a National Board Certified Teacher, and the Department.
14. The organizations cited in rules R7-2-604, R7-2-604.01 and R7-2-604.02 are as follows:
  - a. “CACREP” means the Council for Accreditation of Counseling and Related Education Program.
  - b. “CEC” means the Council for Exceptional Children.
  - c. “INTASC” means the Interstate New Teacher Assessment and Support Consortium.
  - d. “ISLLC” means the Interstate School Leaders Licensure Consortium.
  - e. “ISTE-NETS” means the National Educational Technology Standards.

- f. “NAEYC” means the National Association for the Education of Young Children.
- g. “NASP” means the National Association of School Psychologists.
- h. “NCATE” means the National Council for Accreditation of Teacher Education.

**R7-2-604.01. Professional Preparation Programs**

- A. Professional preparation institutions may include, but are not limited to, universities and colleges, school districts, professional organizations, private businesses, charter schools, and regional training centers. At a minimum, the professional preparation program shall include training in the standards described in R7-2-602 and R7-2-603, a capstone experience, and alignment with national standards.
- B. The Board shall evaluate and may approve the professional preparation programs of institutions which request Board approval. Rules R7-2-604, R7-2-604.01 and R7-2-604.02 apply to all professional preparation programs in teacher, administrator, school guidance counselor, and school psychology programs that lead to certification. The Board may grant program approval for a period not to exceed five years.
- C. Board approval of professional preparation programs may be granted following the successful evaluation of the program. Board rules in effect at the time of the submission of a program for evaluation shall be the rules upon which the institution is evaluated.

**R7-2-604.02. Professional Preparation Program Approval Procedures**

- A. Institutions seeking professional preparation program approval shall submit to the Department the information necessary to conduct a preliminary review of the preparation program. The Department shall prescribe forms to assist institutions with providing all information required as part of the preliminary review process. The required information, at a minimum, shall include the following:

1. An institutional profile that includes information regarding the type of institution seeking approval, the type of approval being requested, any national or regional accreditations held by the program, the institution's governance and administrative structures and student demographic data. A program that is not regionally accredited by a Board recognized entity shall provide the Department with the necessary information to demonstrate program sustainability. This shall include a description of the institution's facilities, relevant equipment and supplies, student support services, access to library resources and technology, and evidence of financial stability.
2. A description of the institution's conceptual framework. This shall include an explanation of the institution's vision, mission, philosophy and goals. It should also describe how this framework is shared with students, faculty and other relevant stakeholders.
3. Data regarding the institution's faculty. This shall include the following:
  - a. Demographic data relating to the faculty for each program seeking approval. This data shall include the number with terminal degrees, the faculty to student ratio and the percentage of faculty members with experience teaching in a PreK-12 setting, and may also include ethnicity and gender if available.
  - b. Definitions of terms used by the institution to describe individuals responsible for professional coursework, clinical supervision and administration of each program.

- c. A description of the institution's employment policies, including procedures for determining faculty assignments, evaluation procedures and professional development opportunities and requirements.
- B.** The Department shall provide institutions applying for program approval with written notification indicating whether all necessary information has been submitted to complete the preliminary review process. If additional information is required the written notice shall specify the deficiencies and indicate that the institution has 30 days from receipt of the notice to supply the Department with all required information.
- C.** Upon verification that an institution has satisfied the submittal requirements for the preliminary review, the Department shall initiate a review of the specific programs being considered for Board approval. The Department shall prescribe forms to assist institutions with providing all information required as part of the program review. To facilitate this review institutions shall:
  - 1. Provide the Department with a description of the program being considered for Board approval. This shall include, at a minimum, the criteria for student entry into the program, a summary of the program course sequence, descriptions of all required courses, and verification that the program requires courses that are necessary to obtain a full Structured English Immersion endorsement.
  - 2. Provide the Department with a description of the field experience and capstone experience policies for the program being considered for Board approval. The review team shall verify that the field experience or capstone experience complies with relevant standards as articulated in R7-2-602 or R7-2-603 and relevant national standards. Programs applying for approval in school psychology and

guidance counseling shall only be required to demonstrate compliance with applicable national standards.

3. Provide the Department with a description of the assessment plan for measuring competencies in coursework and field experience. The plan shall require, at a minimum, that candidates demonstrate competencies as articulated in R7-2-602 or R7-2-603 and relevant national standards. The plan shall also describe processes for utilizing performance-based assessments and for providing candidates with necessary remediation. Programs applying for approval in school psychology and guidance counseling shall only be required to demonstrate compliance with applicable national standards.
4. Provide the Department with a description of the procedures used to monitor and evaluate the operation, scope and quality of the program being considered for approval. This shall include the use of internal and external evaluations. The institutions shall also submit to the Department data relating to program graduates.
5. Provide the Department with a program matrix demonstrating that program coursework assessments, field experiences and capstone experiences align with relevant standards as articulated in R7-2-602 or R7-2-603 and with applicable national standards. Programs applying for approval in school psychology and guidance counseling shall only be required to demonstrate compliance with applicable national standards.

**D.** Upon completion of the program review, the review team shall schedule and conduct an onsite visit. The onsite visit may include a tour of the institution, a review of

documentation and related evidence and interviews of administrative staff, faculty, students and school personnel.

- E.** Upon completion of the onsite review, the review team shall, within 90 days, provide the institution with a report of its findings. This report shall cite any evidence showing deviation from each standard that applies to the institution's programs. The institution shall have 30 days from receipt of the review team's findings to submit a response addressing the findings.
- F.** Based upon its findings, the review team shall recommend to the Board that the program be approved, approved with conditions or denied. The Board may grant program approval for a period not to exceed five years.
- G.** An institution may request reconsideration of the Board's decision. If a program is ultimately denied program approval the institution may not reapply for approval for a period of one year from the date of the Board's final action.
- H.** Institutions with Board approval shall make available to the public a statement indicating the type of approval it has been granted and the valid period for that approval.
- I.** Board approved institutions shall comply with the reporting requirements established by Title II of the Higher Education Act.
- J.** Each approved institution shall file an annual report with the Department documenting program activities for the previous year. The annual report shall be submitted on the yearly due date established by Title II of the Higher Education Act for the institutional report. The annual report shall include the following:
  - 1. A description of any substantive changes to Board approved programs;
  - 2. A copy of the current institutional catalog;

3. The name, title and original signature of the certification officer for the institution;
  4. Program, faculty, and candidate data required as a condition of initial or continuing program approval.
- K.** Board approved programs shall provide their program graduates with an institutional recommendation for issuance of the appropriate Arizona certification.
- L.** To maintain Board program approval the institution shall be in continuous operation and training students in accordance with its mission and program objectives, fulfill all reporting requirements, and maintain compliance with all applicable local, state, tribal and federal requirements.
- M.** The Department shall administer two cycles per year for the review of applications for program approval. One cycle shall commence in January and the other cycle in July. To be eligible for either cycle an institution must submit all required preliminary review documentation by either January 15 or July 15.
- N.** Institutions seeking renewal of program approval shall submit the required preliminary review documentation by the deadline for a review cycle that commences at least one year prior to the expiration date of the approved program.

**R7-2-604.03. Alternative Professional Preparation Programs**

- A.** Alternative professional preparation institutions may include, but are not limited to, universities and colleges, school districts, professional organizations, private businesses, charter schools, and regional training centers. At a minimum, the professional preparation program shall include training in the standards described in R7-2-602 and R7-2-603, a capstone experience, and alignment with national standards.

- B.** The Board shall evaluate and may approve the alternative professional preparation programs of applicants which request Board approval. Rules R7-2-604, R7-2-604.03 and R7-2-604.04 apply to all alternative professional preparation programs in teacher, administrator, school guidance counselor, and school psychology programs that lead to certification. The Board may grant program approval for a period not to exceed seven years.
- C.** Board approval of alternative professional preparation programs may be granted following the successful evaluation of the program. Board rules in effect at the time of the submission of a program for evaluation shall be the rules upon which the institution is evaluated.

**R7-2-604.04. Alternative Professional Preparation Program Approval Procedures**

- A.** The Board shall establish a review committee for the purpose of evaluating all complete applications for alternative professional preparation program approval. The committee shall be comprised of seven members and may include representatives from the Board, the Department, higher education, local school districts, charter schools or the local business community.
- B.** Applicants seeking professional preparation program approval shall submit to the Department the information necessary to conduct a review of the preparation program. The Department shall prescribe forms to assist applicants with providing all information required as part of the review process. The required information shall include the following:

  - 1. A profile that includes information regarding the type of organization seeking approval, the type of approval being requested.
  - 2. A description of the organization’s conceptual framework. This shall include an explanation of the applicant’s vision, mission, philosophy and goals.
  - 3. The criteria for student entry into the program, a summary of the program course sequence or alternative program/course of study, descriptions of all required courses, or alternative program/course of study, and verification that program graduates possess a bachelor’s degree from an accredited institution and have

completed the training necessary to obtain a Structured English Immersion endorsement.

4. Data regarding the institution's faculty or personnel. This shall include demographic data relating to the faculty and/or personnel for each program seeking approval.
  5. A description of the field experience and capstone experience policies for the program being considered for Board approval. The review committee shall verify that the field experience or capstone experience complies with relevant standards as articulated in R7-2-602 or R7-2-603 and relevant national standards. Individuals enrolled in an approved alternative professional preparation program may complete their field experiences or capstone experiences during the valid period of their intern certificates. Programs applying for approval in school psychology and guidance counseling shall only be required to demonstrate compliance with applicable national standards.
  6. A description of the assessment plan for measuring competencies in coursework and field experience. The plan shall require, at a minimum, that candidates demonstrate competencies as articulated in R7-2-602 or R7-2-603 and relevant national standards. Programs applying for approval in school psychology and guidance counseling shall only be required to demonstrate compliance with applicable national standards.
  7. A description of how this program will align with relevant standards as articulated in R7-2-602 or R7-2-603 and with applicable national standards. Programs applying for approval in school psychology and guidance counseling shall only be required to demonstrate compliance with applicable national standards.
- C.** The Department shall provide applicants for program approval with written notification indicating whether all necessary information has been submitted to complete the review process. If additional information is required the written notice shall specify the deficiencies and indicate that the institution has 30 days from receipt of the notice to supply the Department with all required information.
- D.** Upon verification that an applicant has satisfied the submittal requirements for the review, the Department shall inform the executive director for the Board that the application is

complete. The executive director shall schedule a meeting of the review committee described in subsection A to review the application and prepare a recommendation for the Board. The review committee shall evaluate each program on identical criteria, as directed by the Board. The evaluation shall permit variations in program design.

- E.** The review committee may request additional information from an applicant if it determines that such information is necessary to complete an evaluation.
- F.** Upon completion of the review the review committee shall, within 90 days, provide the applicant with a report of its findings. The institution shall have 30 days from receipt of the review team's findings to submit a response addressing the findings.
- G.** Based upon its findings, the review team shall recommend to the Board that the program be approved, approved with conditions or denied. The Board may grant program approval for a period not to exceed seven years.
- H.** An applicant may request reconsideration of the Board's decision. If a program is ultimately denied approval the applicant may not reapply for approval for a period of one year from the date of the Board's final action.
- I.** Applicants with Board approval shall make available to the public a statement indicating the type of approval it has been granted and the valid period for that approval.
- J.** Each approved applicant shall file an annual report with the Department documenting program activities for the previous year.
- K.** Individuals participating in or completing Board approved programs as delineated in R7-2-604.04 may apply for a Teaching Intern Certificate, pursuant to R7-2-614(E).
- L.** To maintain Board program approval the organization shall be in continuous operation and training students in accordance with its mission and program objectives, fulfill all reporting requirements, and maintain compliance with all applicable local, state, tribal and federal requirements. The Department shall provide the Board with an evaluation of the program's effectiveness. This evaluation shall include available data pertaining to the academic achievement of those students taught by program graduates.
- M.** The Department shall administer two cycles per year for the review of applications for program approval. One cycle shall commence in January and the other cycle in July. To be eligible for either cycle an applicant must submit all required preliminary review

documentation by either January 15 or July 15. The Department may establish additional application cycles at its discretion and as resources permit.

- N. Applicants seeking renewal of program approval shall submit the required preliminary review documentation by the deadline for a review cycle that commences at least one year prior to the expiration date of the approved program.

**R7-2-605. Certification Responsibility**

The Superintendent of Public Instruction or the Superintendent's designee shall be responsible for the issuance and evaluation of the appropriate certificates based on the applicant's compliance with the statutes and rules.

**R7-2-606. Proficiency Assessments**

- A. The Arizona Teacher Proficiency Assessment is adopted as the proficiency assessment for applicants for teaching certificates. The Arizona Administrator Proficiency Assessment is adopted as the proficiency assessment for applicants for administrative certificates.
- B. The subject knowledge portion of the Arizona Teacher Proficiency Assessment shall assess proficiency as described in R7-2-602(H) as a requirement for certification of elementary and secondary teachers and in R7-2-602(H) and (J) as a requirement for certification of special education teachers.
- C. The professional knowledge portion of the Arizona Teacher Proficiency Assessment shall assess proficiency as described in R7-2-602(I) as a requirement for certification of elementary, secondary, special education, and CTE teachers.
- D. The performance assessment portion of the Arizona Teacher Proficiency Assessment shall assess proficiency as described in R7-2-602(B), (C), (D), (E), (F), and (G) as a requirement for certification of elementary, secondary, and special education teachers. In lieu of a passing score on the performance portion of the Arizona Teacher Proficiency Assessment, a teacher who holds a provisional teaching certificate may convert such certificate within two months prior to its expiration to a standard elementary, secondary, or special education teaching certificate pursuant to R7-2-606(H) until the Board adopts the performance assessment portion of the Arizona Teacher Proficiency Assessment. The

Board shall adopt the performance assessment portion of the Arizona Teacher Proficiency Assessment, or make a decision that a performance assessment will no longer be required as part of the Arizona Teacher Proficiency Assessment.

- E.** The Arizona Administrator Proficiency Assessment shall assess professional knowledge as described in R7-2-603 as a requirement for certification of administrators, supervisors, principals, and superintendents.
- F.** The passing score for each assessment shall be determined by the Board using the results of validity and reliability studies. The passing score for each assessment shall be reviewed by the Board at least every three years.
- G.** The proficiency assessments for professional knowledge and subject knowledge shall be administered at least six times each calendar year, at times and places determined by the Department.
- H.** The provisional elementary, secondary, or special education certificate allows the beginning teacher up to four semesters or two school years of teaching experience before completing the performance assessment portion of the Arizona Teacher Proficiency Assessment.
  - 1. If the Board has adopted the performance assessment portion of the Arizona Teacher Proficiency Assessment but the teacher does not have full-time teaching experience for four semesters or two school years, the certificate shall, upon the written request of the holder, be extended once for the equivalent of the time the teacher was not employed during the provisional certification period.
  - 2. If the Board has adopted the performance assessment portion of the Arizona Teacher Proficiency Assessment and the teacher has been employed for four semesters or two school years and has taken but not passed the performance assessment, the certificate shall be extended once, for one year, upon the written request of the holder.
  - 3. If the teacher has been employed full-time for four semesters or two school years in a private school, public school, charter school, or parochial school or any Department of Defense dependent school or in a closely related education field and the Board has not yet adopted the performance portion of the Arizona Teacher Proficiency Assessment, the provisional certificate shall be converted

within two months prior to its expiration to a standard teaching certificate upon verification by the teacher to the Department that the teacher has had four semesters or two school years of teaching experience or experience in a closely related education field. "Closely related education field" means employment involving the presentation of instruction to K through 12 students whether self-employed or employed by a private, parochial, public, or charter school.

4. If the teacher has not been employed full-time for four semesters or two school years in a private school, public school, charter school, or parochial school or any Department of Defense dependent school or in a closely related education field, and the Board has not yet adopted the performance assessment portion of the Arizona Teacher Proficiency Assessment, the provisional certificate shall be extended once for three years, upon written request of the holder to the Department. "Closely related education field" means employment involving the presentation of instruction to K through 12 students whether self-employed or employed by a private, parochial, public, or charter school.
  5. If the performance assessment portion of the Arizona Teacher Proficiency Assessment is adopted by the Board prior to the expiration of a teacher's provisional certificate, the provisional certificate shall be extended once for two years, upon written request of the holder to the Department, to allow the teacher additional time in which to take the performance portion of the assessment.
- I.** If the provisionally certified teacher has taken but not passed the performance assessment by the expiration date on the extended certificate pursuant to subsection (H)(1) or (2) of this Section, the individual may reapply for a provisional certificate after one year, upon verification of the following:
1. Efforts to remediate deficiencies identified in the performance assessment,
  2. Passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment, and
  3. Completion of the requirements for the provisional certificate which are in effect at the time of reapplication.

**R7-2-607. General Certification Provisions**

- A.** The evaluation to determine qualification for certification shall not begin until an institutional recommendation or application for certification and official transcripts, and the appropriate fees have been received by the Department. Course descriptions, verification of employment, and other documents may also be required for the evaluation.
- B.** The effective date of a new certificate shall be the date the evaluation is completed by the Department. The effective date of a renewed certificate shall be the date the evaluation for renewal is completed by the Department.
- C.** All one-year certificates shall expire one year from the date of issuance. All certificates issued for more than one year shall expire on the date of issuance in the year of expiration.
- D.** If an applicant has not met all the requirements for the certificate or endorsement at the time of evaluation, the applicant shall have a maximum of 60 days to complete those requirements and request re-evaluation.
- E.** Only those degrees awarded by an accredited institution shall be considered to satisfy the requirements for certification.
- F.** Professional preparation programs, courses, practica, and examinations required for certification shall be taken at an accredited institution or a Board-approved teacher preparation program.
- G.** Only those courses in which the applicant received a passing grade or credit shall be considered to satisfy the requirements for certification.
- H.** All certificates issued by the Board before the effective date of this Article are considered to have been issued in conformance with these rules.
- I.** The Board shall issue a comparable Arizona certificate, if one has been established by R7-2-608, R7-2-609, R7-2-610, R7-2-611, R7-2-612, or R7-2-613, and shall waive the requirements for passing the comparable professional knowledge, subject knowledge, and performance portions of the Arizona Teacher-Proficiency Assessment, to an applicant

who holds current comparable certification from the National Board for Professional Teaching Standards.

- J.** Teachers in grades seven through 12 whose primary assignment is in an academic subject required pursuant to R7-2-302, R7-302.01 and R7-302.02 shall demonstrate proficiency by passing the appropriate subject area portion of the Arizona Teacher Proficiency Assessment. The subject areas of demonstrated proficiency shall be specified on the certificate. If a proficiency assessment is not offered in a subject area, an approved area shall consist of a minimum of 24 semester hours of courses in the subject.
- K.** If a language assessment is not offered through the Arizona Teacher Proficiency Assessment, a passing score on a nationally accredited test of a foreign language approved by the Board may demonstrate proficiency of that foreign language in lieu of the 24 semester hours of courses in that subject.
- L.** A teacher's language proficiency in a Native American language shall be verified by a person, persons, or entity designated by the appropriate tribe in lieu of the 24 semester hours of courses in that subject.
- M.** Teachers of homebound students shall hold the same certificate that is required of a classroom teacher.
- N.** Fingerprint clearance cards shall be issued by the Arizona Department of Public Safety.
- O.** A person who surrenders a teaching certificate for any reason shall not submit an application for certification with the Board for a period of five years. A person re-applying after the five-year ban must apply under the current rules at the time of re-application.

**R7-2-608. Early Childhood Teaching Certificates**

- A.** By July 1, 2012, either a provisional or a standard early childhood education certificate shall be required for individuals teaching in public school early childhood education programs, except as provided in R7-2-611 or in R7-2-615(L). For individuals teaching in grades one through three, this certificate is optional. An Early Childhood Special

Education certificate as described in R7-2-611 is not required for individuals who hold the Early Childhood Teaching Certificate as described in this Section in combination with an Arizona cross-categorical, specialized special education, or severe and profound teaching certificate as described in R7-2-611.

- B.** For the purposes of this rule, public school early childhood education programs are defined as education programs provided by local education agencies, including their sub-grantees and contracted providers, for children birth through age 8 for the purpose of providing academically and developmentally appropriate learning opportunities that are standards-based with defined curriculum and comprehensive in content to include all appropriate developmental and academic areas as defined by the Arizona Early Childhood Education Standards or the Arizona K-12 Academic Standards approved by the Board. The Arizona Early Childhood Education Standards: Arizona Department of Education, 1535 West Jefferson Street, Phoenix, AZ 85007, were adopted by the State Board of Education in June 2003 and the Arizona K-12 Academic Standards: Arizona Department of Education, 1535 West Jefferson Street, Phoenix, AZ 85007, were adopted by the State Board of Education as follows: Arts, April 1997; Comprehensive Health/PE, April 1997; Foreign and Native Language, April 1997; Mathematics, March 2003; Reading, March 2003; Science, May 2004; Social Studies, March 2000; Technology, September 2000; Workplace Skills, March 1997; and Writing, June 2004, are incorporated by reference and are on file with the Arizona Department of Education. This incorporation by reference contains no further editions or amendments. Copies of the incorporated material are available for review at Arizona Department of Education, 1535 West Jefferson Street, Phoenix, AZ 85007 or on the Arizona Department of Education web site at [www.ade.az.gov/standards](http://www.ade.az.gov/standards). Public school early childhood education programs include, but are not limited to, half-day and full-day kindergarten programs, Early 2 Childhood Block Grant programs pursuant to A.R.S. § 15-1251, Family Literacy Programs for preschool children pursuant to A.R.S. § 15-191.01, and public school-administered early childhood education programs funded in whole or part with federal funds, such as the Head Start or Even Start programs, provided nothing in these rules conflicts with the terms of the federal grant. Extended day child care programs provided by local educational agencies are not considered early childhood education programs for

purposes of this rule unless the program meets the definition of a public school early childhood education program set forth above.

- C. Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.
- D. Provisional Early Childhood Education Certificate – birth through age 8 or through grade three.
  - 1. This certificate is valid for three years and is not renewable but may be extended once for two years, upon written request of the holder to the Department, if the requirements in subsection (E)(3) have not been met.
  - 2. The requirements are:
    - a. A Bachelor's degree; and
    - b. One of the following:
      - i. Completion of a teacher preparation program in early childhood education from an accredited institution or a teacher preparation program approved by the Board; or
      - ii. Early childhood education coursework and practicum experience which teaches the knowledge and skills described in R7-2-602 and includes both of the following:
        - (1) Thirty-seven semester hours of early childhood education courses to include all of the following areas of study:
          - (a) Foundations of early childhood education;
          - (b) Child guidance and classroom management;
          - (c) Characteristics and quality practices for typical and atypical behaviors of young children;

- (d) Child growth and development, including health, safety and nutrition;
- (e) Child, family, cultural and community relationships;
- (f) Developmentally appropriate instructional methodologies for teaching language, math, science, social studies and the arts;
- (g) Early language and literacy development;
- (h) Assessing, monitoring and reporting progress of young children; and

(2) A minimum of eight semester hours of practicum, including:

- (a) A minimum of four semester hours in a supervised field experience, practicum, internship or student teaching setting serving children birth through preschool. One year of full-time verified teaching experience with children in birth through preschool may substitute for this student teaching experience. This verification may come from a school-based education program or center-based program licensed by the Department of Health Services or regulated by tribal or military authorities; and
- (b) A minimum of four semester hours in a supervised student teaching setting serving children in kindergarten through grade three. One year of full-time verified teaching experience with children in kindergarten through grade three in an accredited school may substitute for this student teaching experience; or

iii. A valid early childhood education certificate from another state.

c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and

- d. A passing score on the professional knowledge portion of the Arizona Educator Proficiency Assessment once that portion of the AEPA is adopted by the Board; and
  - e. A passing score on the early childhood subject knowledge portion of the Arizona Educator Proficiency Assessment once that portion of the AEPA is adopted by the Board.
- E.** Standard Early Childhood Education Certificate - birth through age 8 or through grade three.
- 1. By July 1, 2012, either a provisional or a standard early childhood education certificate shall be required for individuals teaching in public school early childhood education programs, except as provided in R7-2-611 or in R7-2-615(L). For individuals teaching in grades one through three, this certificate is optional.
  - 2. This certificate is valid for six years.
  - 3. The requirements are:
    - a. Qualification for the Provisional Early Childhood Education Certificate; and
    - b. Two years of verified teaching experience, during the valid period of the Provisional Early Childhood Education Certificate, with children birth through age 8 or grade three in a school-based education program or center-based program licensed by the Department of Health Services or regulated by Tribal or military authorities; and
    - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
  - 4. An individual may also qualify for a Standard Early Childhood Education Certificate if the individual:
    - a. Holds current National Board Certification in Early Childhood, and

- b. Holds a valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**R7-2-609. Elementary Teaching Certificates**

**A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.

**B.** Provisional Elementary Certificate -- grades K through eight

1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
2. The requirements are:
  - a. A Bachelor's degree,
  - b. One of the following:
    - i. Completion of a teacher preparation program in elementary education from an accredited institution or a Board-approved teacher preparation program, described in R7-2-604; or
    - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including at least eight semester hours of practicum in grades K through eight. Two years of verified teaching experience in grades Prekindergarten through eight may be substituted for the eight semester hours of practicum; or
    - iii. A valid elementary certificate from another state.
  - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
  - d. A passing score on the elementary education subject knowledge portion of the Arizona Teacher Proficiency Assessment, and
  - e. A valid fingerprint card issued by the Arizona Department of Public Safety.

**C. Standard Elementary Certificate -- grades K through eight**

1. The certificate is valid for six years.
2. The requirements are:
  - a. A provisional elementary certificate;
  - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement;
  - c. A valid fingerprint clearance card issued by the Arizona Department of Safety; and
  - d. Forty-five hours or three semester hours of instruction in research-based systematic phonics. An accredited institution or other provider may provide this instruction.

**R7-2-610. Secondary Teaching Certificates**

- A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.
- B.** Provisional Secondary Certificate -- grades seven through 12
  1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:

- i. Completion of a teacher preparation program in secondary education from an accredited institution or a Board-approved teacher preparation program, described in R7-2-604; or
- ii. Thirty semester hours of education courses which teach the knowledge and skills described in R7-2-602, including at least eight semester hours of practicum in grades seven through 12. Two years of verified teaching experience in grades seven through postsecondary may substitute for the eight semester hours of practicum; or
- iii. A valid secondary certificate from another state.
- c. A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment,
- d. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment, and
- e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**C. Standard Secondary Certificate -- grades seven through 12**

- 1. The certificate is valid for six years.
- 2. The requirements are:
  - a. A provisional secondary certificate;
  - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Safety.

**R7-2-611. Special Education Teaching Certificates**

- A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619. An Early Childhood Special Education certificate as described in this Section is not required for individuals who hold the Early Childhood endorsement as described in R7-2-615 in combination with an Arizona cross-categorical, specialized special education, or severe and profound teaching certificate as described in this Section. An Early Childhood Special Education certificate as described in this Section is not required for individuals who hold the Early Childhood Teaching Certificate as described in R7-2-608 in combination with an Arizona cross-categorical, specialized special education, or severe and profound teaching certificate as described in this Section.
- B.** Terms used in this Section are defined in A.R.S. § 15-761.
- C.** Provisional Cross-Categorical Special Education Certificate -- grades K through 12.
1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  2. The holder is qualified to teach students with mild to moderate mental retardation, emotional disability, specific learning disability, orthopedic impairments and other health impairments.
  3. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in special education from an accredited institution, which included courses in mental retardation, emotional disability, specific learning disability, orthopedic impairments and other health impairments; or
      - ii. Forty-five semester hours of education courses which teach the standards described in R7-2-602, including 21 semester hours of special education courses and eight semester hours of practicum with students representing

at least three of the five disability areas. Special education courses shall include survey of exceptional students; teaching methodologies and strategies for students with disabilities; foundations course in mild to moderate mental retardation, learning disability, emotional disabilities, and physical/health impairment; and diagnosis and assessment of mild disabilities. Two years of verified teaching experience in special education in grades K through 12 may substitute for the eight semester hours of practicum; or

iii. A valid cross-categorical special education certificate from another state.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,

d. A passing score on the cross-categorical special education portion of the Arizona Teacher Proficiency Assessment, and

e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**D. Standard Cross-Categorical Special Education Certificate -- grades K through 12.**

1. The certificate is valid for six years.

2. The holder is qualified to teach students with mild to moderate mental retardation, emotional disability, specific learning disability, orthopedic impairments and other health impairments.

3. The requirements are:

a. A provisional cross-categorical Special Education certificate;

b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and

- c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- E.** Provisional Specialized Special Education Certificate -- grades K through 12.
- 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  - 2. The holder is qualified to teach students with mental retardation, emotional disability, specific learning disability, orthopedic impairments or other health impairments, as specified on the certificate.
  - 3. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in the specified area of special education from an accredited institution; or
      - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses and eight semester hours of practicum in the designated area of disability. Special education courses shall include survey of exceptional students, teaching methodologies for students with disabilities, foundations of instruction in the designated area of disability, and diagnosis and assessment of disabilities. Two years of verified teaching experience in the area of disability in grades K through 12 may be substituted for the eight semester hours of practicum; or
      - iii. A valid special education certificate in the specified area from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,

- d. A passing score on the specified disability special education portion of the Arizona Teacher Proficiency Assessment, and
  - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- F.** Standard Specialized Special Education Certificate -- grades K through 12.
- 1. The certificate is valid for six years.
  - 2. The holder is qualified to teach students with mental retardation, emotional disability, specific learning disability, orthopedic impairments or other health impairments, as specified on the certificate.
  - 3. The requirements are:
    - a. A provisional Special Education certificate;
    - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
    - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- G.** Provisional Severely and Profoundly Disabled Certificate -- grades K through 12.
- 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  - 2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:

- i. Completion of a teacher preparation program in severely and profoundly disabled education from an accredited institution; or
- ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses and eight semester hours of practicum. Special education courses shall include survey of exceptional students, teaching methodologies for students with severe and profound disabilities, foundations of instruction of students with severe and profound disabilities, and diagnostic and assessment procedures for students with severe and profound disabilities. Two years of verified teaching experience with students in grades PreK-12 who are severely and profoundly disabled may be substituted for the eight semester hours of practicum; or
- iii. A valid Severely and Profoundly Disabled certificate from another state.
- c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
- d. A passing score on the severely and profoundly disabled special education portion of the Arizona Teacher Proficiency Assessment, and
- e. A valid fingerprint card issued by the Arizona Department of Public Safety.

**H.** Standard Severely and Profoundly Disabled Certificate -- grades K through 12.

- 1. The certificate is valid for six years.
- 2. The requirements are:
  - a. A provisional severely and profoundly disabled certificate;
  - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been

adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and

- c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- I. Provisional Hearing Impaired Certificate -- birth through grade 12.**
1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in hearing impaired education from an accredited institution; or
      - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses for the hearing impaired and eight semester hours of practicum. Special education courses shall include survey of exceptional students, teaching methodologies for students with hearing impairment, foundations of instruction of students with hearing impairment, and diagnostic and assessment procedures for the hearing impaired. Two years of verified teaching experience in the area of hearing impaired in grades PreK-12 may be substituted for the eight semester hours of practicum; or
      - iii. A valid hearing impaired certificate from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
    - d. A passing score on the hearing impaired special education portion of the Arizona Teacher Proficiency Assessment, and

- e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**J.** Standard Hearing Impaired Certificate -- birth through grade 12.

- 1. The certificate is valid for six years.
- 2. The requirements are:
  - a. A provisional hearing impaired certificate;
  - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**K.** Provisional Visually Impaired Certificate -- birth through grade 12.

- 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
- 2. The requirements are:
  - a. A Bachelor's degree,
  - b. One of the following:
    - i. Completion of a teacher preparation program in visual impairment from an accredited institution; or
    - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses for the visually impaired and eight semester hours of practicum. Special education courses shall include survey of exceptional students, teaching methodologies for students with visual impairment,

foundations of instruction of students with visual impairment, and diagnostic and assessment procedures for the visually impaired. Two years of verified teaching experience in the area of visually impaired in grades PreK-12 may be substituted for the eight semester hours of practicum; or

- iii. A valid visually impaired special education certificate from another state.
- c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
- d. A passing score on the visually impaired special education portion of the Arizona Teacher Proficiency Assessment, and
- e. Demonstration of competency in Braille through one of the following:
  - i. A passing score on the original version of the National Library of Congress certification exam, or
  - ii. A valid certificate for a literary Braille transcriber issued by the National Library of Congress, or
  - iii. A passing score on a Braille exam administered by another state, or
  - iv. A passing score on the Braille exam developed and administered by the University of Arizona. Individuals who take this test and are not students at the University of Arizona may be assessed a fee.
- f. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**L. Standard Visually Impaired Certificate -- birth through grade 12.**

- 1. The certificate is valid for six years.
- 2. The requirements are:
  - a. A provisional visually impaired certificate;

- b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- M.** Provisional Early Childhood Special Education Certificate -- birth through 5 years.
- 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  - 2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in early childhood special education from an accredited institution; or
      - ii. Forty-five semester hours of education courses which teach the standards described in R7-2-602, including child development and learning, language development, social and emotional development, curriculum development and implementation, and assessment and evaluation, early childhood special education, and eight semester hours of practicum in early childhood special education. Two years of verified teaching experience in the area of early childhood special education may be substituted for the eight semester hours of practicum; or
      - iii. A valid early childhood special education certificate from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,

- d. A passing score on the early childhood special education portion of the Arizona Teacher Proficiency Assessment, and
  - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- N.** Standard Early Childhood Special Education Certificate -- birth through 5 years.
- 1. The certificate is valid for six years.
  - 2. Requirements are:
    - a. A provisional early childhood Special Education certificate;
    - b. Passing score on the performance portion of the Arizona Teacher Proficiency Assessment. If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
    - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**R7-2-612. Career and Technical Education Teaching Certificates**

- A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607, and the renewal requirements in R7-2-619.
- B.** A provisional career and technical education certificate shall be extended once for three years upon completion of one half the required semester hours of courses for the standard career and technical education certificate in the same career and technical education area.
- C.** For purposes of this rule, the following definitions apply:
  - 1. "Agriculture" means agriculture, agriculture operations, and related sciences; natural resources and conservation; environmental design; landscape architecture; agricultural biological engineering ; forest engineering, biological and biomedical sciences; parks, recreation and leisure facilities management; geological and earth sciences/geosciences; veterinary/animal health technician/ veterinary assistant;

environmental health; and veterinary medicine as described in Classification of Instructional Programs: 2000 Edition: (NCES 2002-165), U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006: U.S. Government Printing Office, April 2002, CIP Code 01, which is incorporated by reference and on file with the Arizona Department of Education and the Office of the Secretary of State. This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education located at 1535 W. Jefferson, Phoenix, AZ 85007 or may be ordered from the U.S. Department of Education, ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398.

2. "Business and Marketing" means computer and information sciences and support services; accounting and computer information services; business/commerce, general; business administration, management and operations; accounting; business operations support and assistant services; business/corporate communications; business/managerial economics; entrepreneurial and small business operations; finance and financial management services; hospitality administration/management; human resources management and services; international business; management information systems and services; management sciences and quantitative methods; marketing; real estate; taxation; insurance; general sales, merchandising and related marketing operations; specialized sales, merchandising and marketing operations; and business, management, marketing and related support services, other as described in Classification of Instructional Programs: 2000 Edition: (NCES 2002-165), U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006: U.S. Government Printing Office, April 2002, CIP Code 52 which is incorporated by reference and on file with the Arizona Department of Education and the Office of the Secretary of State. This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education, located at 1535 W. Jefferson, Phoenix, AZ 85007 or may be ordered

from the U.S. Department of Education, ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398.

3. “Education and Training” means all occupational areas of secondary education and teaching; junior high/intermediate/middle school education and teaching; elementary education and teaching; kindergarten/preschool education and teaching; early childhood education and teaching; adult education and teaching; and special education as described in Classification of Instructional Programs: 2000 Edition: (NCES 2002-165) U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006: U.S. Government Printing Office, April 2002, CIP Code 13, which is incorporated by reference and on file with the Arizona Department of Education and the Office of the Secretary of State. This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education located at 1535 W. Jefferson, Phoenix, AZ 85007 or may be ordered from the U.S. Department of Education, ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398.
  
4. "Family and Consumer Sciences" means culinary arts; kindergarten/preschool education and teaching; early childhood education and teaching; family and consumer sciences/human sciences; nutrition sciences; interior design; hospitality administration/management; fashion merchandising; fashion modeling; apparel and accessories marketing operations; tourism and travel services marketing operations; tourism promotion operations; and hospitality and recreation marketing operations as described in Classification of Instructional Programs: 2000 Edition: (NCES 2002-165) U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006: U.S. Government Printing Office, April 2002, CIP Code 19, which is incorporated by reference and on file with the Arizona Department of Education and the Office of the Secretary of State. This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education, located at 1535 W. Jefferson, Phoenix, AZ

85007 or may be ordered from the U.S. Department of Education, ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398.

5. "Health Careers" means exercise physiology; kinesiology and exercise science; medical/clinical assistant; clinical/medical laboratory assistant; pharmacy technician/assistant; medical radiologic technology/science-radiation therapist; radiologic technology/science-radiographer; physician assistant; athletic training/trainer; clinical/medical laboratory technician; clinical laboratory science/medical technology/technologist; phlebotomy/phlebotomist; medicine; nursing/registered nurse; osteopathic medicine/osteopathy; pharmacy; physical therapy/therapist; and kinesiotherapy/kinesiotherapist as described in Classification of Instructional Programs: 2000 Edition: (NCES 2002-165) U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006: U.S. Government Printing Office, April 2002, CIP Code 51, which is incorporated by reference and on file with the Arizona Department of Education and the Office of the Secretary of State. This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education located at 1535 W. Jefferson, Phoenix, AZ 85007 or may be ordered from the U.S. Department of Education, ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398.
  
6. "Industrial and Emerging Technologies" means audiovisual communications technologies/technicians; graphic communications; cosmetology and personal grooming services; electrical engineering technologies/technicians; electromechanical instrumentation and maintenance technologies/technicians; environmental control technologies/technicians; industrial production technologies/technicians; quality control and safety technologies/technicians; mechanical engineering related technologies/technicians; mining and petroleum technologies/technicians; construction engineering technologies; engineering-related technologies; computer engineering technologies/technicians; drafting/design engineering technologies/technicians; security and protective

services; mason/masonry; carpenters; electrical and power transmission installers; building/construction finishing, management and inspection; electrical/electronics maintenance and repair technology; heating, air conditioning, ventilation and refrigeration maintenance technology/technician; heavy/industrial equipment maintenance technologies; precision systems maintenance and repair technologies; vehicle maintenance and repair technologies; precision metal working; construction/heavy equipment/earthmoving equipment operation; design and visual communications, general; commercial and advertising art; industrial design; and commercial photography; and visual performing arts as described in Classification of Instructional Programs: 2000 Edition: (NCES 2002-165) U.S. Department of Education, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006: U.S. Government Printing Office, April 2002, CIP Codes which is incorporated by reference and on file with the Arizona Department of Education and the Office of the Secretary of State. This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education located at 1535 W. Jefferson, Phoenix, AZ 85007 or may be ordered from the U.S. Department of Education, ED Pubs, P.O. Box 1398, Jessup, MD 20794-1398.

7. "Occupational Area" means employment in any of the areas identified in through (6) relating to Agriculture, Business and Marketing, Education and Training, Family and Consumer Sciences, Health Careers, or Industrial and Emerging Technologies.
8. "Professional Knowledge" means the art of teaching including the knowledge and skills necessary for instructional planning, delivery and evaluation in a career and technical education setting.
9. "Subject Knowledge" means the information, understanding and skills specific to the broad occupational area.

10. "Verified Work Experience" means written documentation from a current or former supervisor for paid or unpaid work, a current school superintendent, or the Department of Education Career and Technical Education Programmatic State Supervisor indicating that an applicant for a career and technical education certificate performed work in a business or industry setting related to the program to be taught as identified in R7-2-612(C)(1) through (6).

**D. Provisional Career and Technical Education (CTE) Certificate - Agriculture -- grades K through 12**

1. The certificate is valid for three years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor's degree in agriculture or related sciences:
      - (1) A Bachelor's or more advanced degree in agriculture from an accredited institution;
      - (2) Thirty semester hours of courses in agriculture; and
      - (3) Two hundred forty clock hours of verified work experience in an agriculture occupational area.
    - ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
      - (1) A valid Arizona provisional or standard teaching certificate issued pursuant to this Article;

- (2) One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom;
  - (3) Three semester hours of courses in career and technical education methods or content in agriculture; and
  - (4) Two hundred forty clock hours of verified work experience in an agriculture occupational area.
- iii. Option C – Business and industry professional:
- Six thousand clock hours of verified work experience in an agriculture occupational area.
- iv. Option D – Valid teaching certificate in career and technical education from another state:
- A valid teaching certificate in career and technical agriculture education from another state.
- v. Option E – Bachelor's degree in an agriculture education teacher preparation program:
- (1) A Bachelor's or more advanced degree in an agriculture education teacher preparation program from an accredited institution; and
  - (2) Two hundred forty clock hours of verified work experience in an agriculture occupational area.

3. The holder of this certificate shall receive a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers, before the extension of the provisional career and technical education certificate - Agriculture. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:
  - a. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
  - b. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
  - c. A current certificate from the National Board for Professional Teaching Standards.

**E. Standard Career and Technical Education (CTE) Certificate - Agriculture -- grades K through 12**

1. The certificate is valid for six years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelors degree in agriculture or related sciences:

- (1) Qualification under Option A for the provisional career and technical education certificate - Agriculture;
- (2) Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate-Agriculture. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
- (3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Arizona provisional CTE teaching certificate - Agriculture exhibiting satisfactory performance in the classroom.

ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:

- (1) Qualification under Option B for the provisional career and technical education certificate - Agriculture;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the

term of the provisional career and technical education certificate - Agriculture exhibiting satisfactory performance in the classroom;

- (3) Twelve semester hours of courses in professional knowledge to include:
  - (a) Nine semester hours of courses in agriculture subject knowledge; and
  - (b) Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Agriculture. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
- (4) An additional 240 clock hours of verified work experience in an agriculture occupational area. Hours may have been accumulated before obtaining the provisional certification.

iii. Option C – Business and industry professional:

- (1) Qualification under Option C for the provisional career and technical education certificate - Agriculture;
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Agriculture exhibiting satisfactory performance in the classroom; and
  - (3) Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour.
- iv. Option D – Valid teaching certificate in career and technical education from another state:
- (1) Qualification under Option D for the provisional career and technical education certificate - Agriculture; and
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education

certificate - Agriculture exhibiting satisfactory performance in the classroom.

v. Option E – Bachelors degree in an agriculture education teacher preparation program:

(1) Qualification under Option E for the provisional career and technical education certificate - Agriculture;

(2) Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Agriculture. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

(3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Agriculture exhibiting satisfactory performance in the classroom.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers. The Professional

Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- (1) A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
- (2) A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- (3) A current certificate from the National Board for Professional Teaching Standards.

**F. Provisional Career and Technical Education “CTE” Certificate - Business and Marketing -- grades K through 12**

1. The certificate is valid for three years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree business or marketing:
      - (1) A Bachelor’s or more advanced degree in business or marketing from an accredited institution.

- (2) Thirty semester hours of courses in business or marketing;  
and
  - (3) Two-hundred forty clock hours of verified work experience  
in a business or marketing occupational area.
- ii. Option B – Valid non-CTE Arizona teaching certificate or an  
Arizona CTE teaching certificate in another content area:
  - (1) A valid Arizona provisional or standard teaching certificate  
issued pursuant to this Article;
  - (2) One of the most recent teacher evaluation(s) approved by a  
certificated administrator, or the administrator’s designee,  
in a Pre-K-12 school setting and issued during the term of  
the Arizona teaching certificate exhibiting satisfactory  
performance in the classroom;
  - (3) Three semester hours of courses in career and technical  
education methods or content in business or marketing; and
  - (4) Two hundred forty clock hours of verified work  
experience in a business or marketing occupational area.
- iii. Option C – Business and industry professional:  
  
Six thousand clock hours of verified work experience in a business  
or marketing occupational area.
- iv. Option D – Valid teaching certificate in career and technical  
education from another state:  
  
A valid teaching certificate in business education, marketing  
education, career and technical business education or career and  
technical marketing education from another state.

- v. Option E – Bachelor’s degree in business or marketing education teacher preparation program:
        - (1) A Bachelor’s or more advanced degree in a business or marketing education teacher preparation program from an accredited institution; and
        - (2) Two hundred forty clock hours of verified work experience in a business or marketing occupational area.
3. The holder of this certificate shall receive a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers before the extension of the provisional career and technical education certificate - Business and Marketing. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:
- a. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
  - b. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
  - c. A current certificate from the National Board for Professional Teaching Standards.
- G.** Standard Career and Technical Education (CTE) Certificate - Business and Marketing -- grades K through 12

1. The certificate is valid for six years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelors degree in business and marketing:
      - (1) Qualification under Option A for the provisional career and technical education certificate - Business and Marketing;
      - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate-Business and Marketing. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
      - (3) Two years of teacher evaluations approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Arizona provisional CTE teaching certificate - Business and Marketing exhibiting satisfactory performance in the classroom.

ii. Option B – Valid non-CTE Arizona teaching certificate or Arizona CTE teaching certificate in another area:

- (1) Qualification under Option B for the provisional career and technical education certificate - Business and Marketing;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Business and Marketing exhibiting satisfactory performance in the classroom;
- (3) Twelve semester hours of courses in professional knowledge to include:
  - (a) Nine semester hours of courses in business or marketing subject knowledge; and
  - (b) Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, classroom management, educational philosophy, instructional design/methodology, or assessment/evaluation. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Business and Marketing. A maximum of six semester hours may be obtained through Department-CTE approved professional

development. Fifteen clock hours equals one semester hour; and

- (4) An additional 240 clock hours of verified work experience in a business or marketing occupational area. Hours may have been accumulated before obtaining the provisional certification.

iii. Option C – Business and industry professional:

- (1) Qualification under Option C for the provisional career and technical education certificate - Business and Marketing;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Business and Marketing exhibiting satisfactory performance in the classroom; and
- (3) Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour.

- iv. Option D – Valid teaching certificate in career and technical education from another state:
  - (1) Qualification under Option D for the provisional career and technical education certificate – Business and Marketing; and
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Business and Marketing exhibiting satisfactory performance in the classroom.
  
- v. Option E – Bachelors degree in a business or marketing education teacher preparation program:
  - (1) Qualification under Option E for the provisional career and technical education certificate - Business and Marketing;
  - (2) Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Business and Marketing. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

(3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Business and Marketing exhibiting satisfactory performance in the classroom.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:

(1) A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;

(2) A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or

(3) A current certificate from the National Board for Professional Teaching Standards.

**H. Provisional Career and Technical Education (CTE) Certificate - Family and Consumer Sciences -- grades K through 12**

1. The certificate is valid for three years.
2. The requirements are:

- a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
- b. One of the following options:
  - i. Option A – Bachelor’s degree in family and consumer sciences:
    - (1) A Bachelor's degree or more advanced degree in family and consumer sciences from an accredited institution;
    - (2) Thirty semester hours of courses in family and consumer sciences; and
    - (3) Two hundred forty clock hours of verified work experience in a family and consumer sciences occupational area.
  - ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
    - (1) A valid Arizona provisional or standard teaching certificate issued pursuant to this Article;
    - (2) One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator’s designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom;
    - (3) Three semester hours of courses in career and technical education methods or content in family and consumer sciences; and

- (4) Two hundred forty clock hours of verified work experience in a family and consumer sciences occupational area.
  - iii. Option C – Business and industry professional:  
  
Six thousand clock hours of verified work experience in a family and consumer sciences occupational area.
  - iv. Option D – Valid teaching certificate in career and technical education from another state:  
  
A valid teaching certificate in career and technical family and consumer sciences education from another state.
  - v. Option E – Bachelor’s degree in family and consumer sciences education teacher preparation program:
    - (1) A Bachelor’s or more advanced degree in a family and consumer sciences education teacher preparation program from an accredited institution; and
    - (2) Two hundred forty clock hours of verified work experience in a family and consumer sciences occupational area.
3. The holder of this certificate shall receive a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers before the extension of the provisional career and technical education certificate - Family and Consumer Sciences. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- a. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
- b. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- c. A current certificate from the National Board for Professional Teaching Standards.

**I. Standard Career and Technical Education (CTE) Certificate - Family and Consumer Sciences -- grades K through 12**

- 1. The certificate is valid for six years.
- 2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree in family and consumer sciences:
      - (1) Qualification under Option A for the provisional career and technical education certificate - Family and Consumer Sciences;
      - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education,

curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the Provisional Career and Technical Education Certificate - Family and Consumer Sciences. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

- (3) Two years of teacher evaluations approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the Arizona provisional CTE teaching certificate - Family and Consumer Sciences exhibiting satisfactory performance in the classroom.

ii. Option B – Valid non-CTE Arizona teaching certificate or Arizona CTE teaching certificate in another area:

- (1) Qualification under Option B for the provisional career and technical education certificate - Family and Consumer Sciences;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Family and Consumer Sciences exhibiting satisfactory performance in the classroom;
- (3) Twelve semester hours of courses in professional knowledge to include:

- (a) Nine semester hours of courses in family and consumer sciences subject knowledge; and
  - (b) Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Family and Consumer Sciences. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
- (4) An additional 240 clock hours of verified work experience in a family and consumer sciences occupational area. Hours may have been accumulated before obtaining the provisional certification.

iii. Option C – Business and industry professional:

- (1) Qualification under Option C for the provisional career and technical education certificate - Family and Consumer Sciences; and
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary\_CTE school setting and issued during the

term of the provisional career and technical education certificate - Family and Consumer Sciences exhibiting satisfactory performance in the classroom; and

- (3) Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour.

iv. Option D – Valid teaching certificate in career and technical education from another state:

- (1) Qualification under Option D for the provisional career and technical education certificate –Family and Consumer Sciences; and
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Family and Consumer Sciences exhibiting satisfactory performance in the classroom.

v. Option E – Bachelor’s degree in family and consumer sciences education teacher preparation program:

- (1) Qualification under Option E for the provisional career and technical education certificate - Family and Consumer Sciences;
  - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Family and Consumer Sciences. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
  - (3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Family and Consumer Sciences exhibiting satisfactory performance in the classroom.
- c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:
- (1) A passing score on a comparable Professional Knowledge examination from another state or agency taken within the

past seven years. Submit the original score report at time of application;

- (2) A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- (3) A current certificate from the National Board for Professional Teaching Standards.

**J.** Provisional Career and Technical Education (CTE) Certificate - Health Careers -- grades K through 12.

- 1. The certificate is valid for three years.
- 2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree in health careers:
      - (1) A Bachelor's or more advanced degree in a biological science, health science, physical science, or nursing from an accredited institution;
      - (2) Thirty semester hours of courses in health careers; and
      - (3) Two hundred forty clock hours of verified work experience in a health careers occupational area.

- ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
  - (1) A valid provisional or standard teaching certificate issued pursuant to this Article;
  - (2) One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator’s designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom;
  - (3) Three semester hours of courses in career and technical education methods or content in health careers; and
  - (4) Two hundred forty clock hours of verified work experience a health careers occupational area.
  
- iii. Option C – Business and industry professional:

Six thousand clock hours of verified work experience in a health career occupational area.
  
- iv. Option D – Valid teaching certificate in career and technical education from another state:

A valid teaching certificate in career and technical health careers education from another state.
  
- v. Option E – Bachelor’s degree in health careers education teacher preparation program:

- (1) A Bachelor's or more advanced degree in a health careers education teacher preparation program from an accredited institution; and
  - (2) Two hundred forty clock hours of verified work experience in a health careers occupational area.
3. The holder of this certificate shall receive a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers before the extension of the provisional career and technical education certificate - Health Careers. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:
  - a. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
  - b. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
  - c. A current certificate from the National Board for Professional Teaching Standards.

**K.** Standard Career and Technical Education (CTE) Certificate - Health Careers -- grades K through 12

1. The certificate is valid for six years.
2. The requirements are:

- a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
- b. One of the following options:
  - i. Option A – Bachelor’s degree in health careers:
    - (1) Qualification under Option A for the provisional career and technical education certificate - Health Careers;
    - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Health Careers. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
    - (3) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator’s designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Health Careers exhibiting satisfactory performance in the classroom.
  - ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:

- (1) Qualification under Option B for the provisional career and technical education certificate - Health Careers;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Health Careers exhibiting satisfactory performance in the classroom;
- (3) Twelve semester hours of courses in professional knowledge to include:
  - (a) Nine semester hours of courses in health careers subject knowledge; and
  - (b) Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Health Careers. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
- (4) An additional 240 hours of verified work experience in a health careers occupational area.

- iii. Option C – Business and industry professional:
  - (1) Qualification under Option C for the provisional career and technical education certificate - Health Careers;
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Health Careers exhibiting satisfactory performance in the classroom; and
  - (3) Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management . A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour.
  
- iv. Option D – Valid teaching certificate in career and technical education from another state:
  - (1) Qualification under Option D for the provisional career and technical education certificate – Health Careers; and
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary\_CTE school setting and issued during the

term of the provisional career and technical education certificate – Health Careers exhibiting satisfactory performance in the classroom.

v. Option E – Bachelor’s degree in health careers education teacher preparation program:

(1) Qualification under Option E for the provisional career and technical education certificate - Health Careers;

(2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Health Careers. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

(3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator’s designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Health Careers exhibiting satisfactory performance in the classroom.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers. The Professional

Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- (1) A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
- (2) A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- (3) A current certificate from the National Board for Professional Teaching Standards.

**L. Provisional Career and Technical Education (CTE) Certificate – Industrial and Emerging Technologies -- grades K through 12**

1. The certificate is valid for three years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree in industrial or emerging technologies:
      - (1) A Bachelor's or more advanced degree in Industrial Arts or Industrial Technology Education or emerging technology areas from an accredited institution;

- (2) Thirty semester hours of courses in industrial or emerging technologies; and
  - (3) Two hundred forty clock hours of verified work experience in an industrial or emerging technology occupational area.
- ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
  - (1) A valid Arizona provisional or standard teaching certificate issued pursuant to this Article;
  - (2) One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator’s designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom;
  - (3) Three semester hours of courses in career and technical education methods or content in an industrial or emerging technology occupational area; and
  - (4) Two hundred forty clock hours of verified work experience in an industrial or emerging technology occupational area.
- iii. Option C – Business and industry professional:

Six thousand clock hours of verified work experience in an industrial or emerging technology occupational area.
- iv. Option D – Valid teaching certificate in career and technical education from another state:

A valid teaching certificate in career and technical industrial arts education, career and technical industrial technology education or emerging technologies from another state.

- v. Option E – Bachelor’s degree in industrial and emerging technologies education teacher preparation program:
  - (1) A Bachelor’s or more advanced degree in an industrial or emerging technologies education teacher preparation program from an accredited institution: and
  - (2) Two hundred forty clock hours of verified work experience in an industrial or emerging technologies occupational area.

3. The holder of this certificate shall receive a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers before the extension of the provisional career and technical education certificate – Industrial and Emerging Technologies. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- a. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
- b. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- c. A current certificate from the National Board for Professional Teaching Standards.

**M.** Standard Career and Technical Education (CTE) Certificate – Industrial and Emerging Technologies – grades K through 12

1. The certificate is valid for six years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree in industrial or emerging technologies:
      - (1) Qualification under Option A for the provisional career and technical education certificate – Industrial and Emerging Technologies Careers;
      - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Industrial and Emerging Technologies. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
      - (3) Two years of teacher evaluations approved by a certified administrator, or the administrator’s designee, in a

secondary CTE school setting and issued during the term of the Arizona provisional CTE teaching certificate - Industrial and Emerging Technology exhibiting satisfactory performance in the classroom.

- ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
  - (1) Qualification under Option B for the provisional career and technical education certificate - Industrial and Emerging Technologies;
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary\_CTE school setting and issued during the term of the provisional career and technical education certificate – Industrial and Emerging Technologies exhibiting satisfactory performance in the classroom;
  - (3) Twelve semester hours of courses in professional knowledge to include:
    - (a) Nine semester hours of courses in Industrial and Emerging Technologies subject knowledge; and
    - (b) Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained

prior to issuance of the provisional career and technical education certificate - Industrial and Emerging Technologies. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

- (4) An additional 240 clock hours of verified work experience in an industrial or emerging technologies occupational area. Hours may have been accumulated before obtaining the provisional certification.

iii. Option C – Business and industry professional:

- (1) Qualification under Option C for the provisional career and technical education certificate - Industrial and Emerging Technologies;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary\_CTE school setting and issued during the term of the provisional career and technical education certificate - Industrial and Emerging Technologies exhibiting satisfactory performance in the classroom; and
- (3) Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional

technology, educational philosophy, or classroom management. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour.

- iv. Option D – Valid teaching certificate in career and technical education from another state:
  - (1) Qualification under Option D for the provisional career and technical education certificate – Industrial and Emerging Technologies; and
  - (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Industrial and Emerging Technologies exhibiting satisfactory performance in the classroom.
  
- v. Option E – Bachelor's degree in industrial or emerging technologies education teacher preparation program:
  - (1) Qualification under Option E for the provisional career and technical education certificate – Industrial and Emerging Technologies;
  - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology,

assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Industrial and Emerging Technologies. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

- (3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Industrial and Emerging Technologies exhibiting satisfactory performance in the classroom.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- (1) A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
- (2) A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or

- (3) A current certificate from the National Board for Professional Teaching Standards.

**N. Provisional Career and Technical Education (CTE) Certificate – Education and Training -  
- grades K through 12**

1. The certificate is valid for three years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree:
      - (1) A Bachelor's or more advanced degree in education or training field from an accredited institution;
      - (2) Thirty semester hours of courses in education or training; and
      - (3) Two hundred forty clock hours of verified work experience in an education or training occupational area.
    - ii. Option B – Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
      - (1) A valid Arizona teaching certificate issued pursuant to this Article;
      - (2) One year of the most recent teacher evaluations conducted by a certificated administrator, or the administrator’s designee, in a PreK-12 school setting and issued during the term of the Arizona

teaching certificate exhibiting satisfactory performance in the classroom;

(3) Three semester hours of courses in career and technical education methods or content in education and training; and

(4) Two hundred forty clock hours of verified work experience in an education or training occupational area.

iii. Option C – Business and industry professional:

Six thousand clock hours of verified work experience in an education or training occupational area.

iv. Option D – Valid teaching certificate in career and technical education from another state:

A valid teaching certificate in career and technical education or an education or training area from another state.

v. Option E – Bachelor’s degree in education or training teacher preparation program:

(1) A Bachelor’s or more advanced degree in an education or training teacher preparation program from an accredited institution; and

(2) Two hundred forty clock hours of verified work experience in an education or training occupational area.

3. The holder of this certificate shall receive a passing score on the Professional Knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers before the extension of the provisional career and technical education

certificate - Education and Training. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- a. A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;
- b. A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- c. A current certificate from the National Board for Professional Teaching Standards.

**O.** Standard Career and Technical Education (CTE) Certificate – Education and Training - grades K through 12

1. The certificate is valid for six years.
2. The requirements are:
  - a. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
  - b. One of the following options:
    - i. Option A – Bachelor’s degree in education and training:
      - (1) Qualification under Option A for the provisional career and technical education certificate – Education and Training;
      - (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization,

methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Education and Training. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and

- (3) Two years of teacher evaluations approved by a certified administrator, or the administrator's designee, in a CTE school setting and issued during the term of the Arizona provisional CTE teaching certificate - Education and Training exhibiting satisfactory performance in the classroom;

ii. Option B – Valid non-CTE Arizona teaching certificate or Arizona teaching certificate in another content area:

- (1) Qualification under Option B for the provisional career and technical education certificate - Education and Training;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Education and Training exhibiting satisfactory performance in the classroom;

- (3) Twelve semester hours of courses in professional knowledge to include:
  - (a) Nine semester hours of courses in education and training subject knowledge; and
  - (b) Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Education and Training. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
- (4) An additional 240 clock hours of verified work experience in an education and training occupational area. Hours may have been accumulated before obtaining the provisional certification.

iii. Option C – Business and industry professional:

- (1) Qualification under Option C for the provisional career and technical education certificate - Education and Training;
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee,

in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate - Education and Training exhibiting satisfactory performance in the classroom; and

- (3) Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or career and technical education classroom management. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour.

iv. Option D – Valid teaching certificate in career and technical education from another state:

- (1) Qualification under Option D for the provisional career and technical education certificate – Education and Training; and
- (2) Two years of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Education and Training exhibiting satisfactory performance in the classroom.

v. Option E – Bachelor's degree in education and training teacher preparation program:

- (1) Qualification under Option E for the provisional career and technical education certificate – Education and Training;
- (2) Eighteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation or classroom management. Hours may be obtained prior to issuance of the provisional career and technical education certificate - Education and Training. A maximum of six semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
- (3) Two years of teacher evaluation(s) approved by a certified administrator, or the administrator's designee, in a secondary CTE school setting and issued during the term of the provisional career and technical education certificate – Education and Training exhibiting satisfactory performance in the classroom.

c. A passing score on the Professional Knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers. The Professional Knowledge assessment shall be waived for applicants who submit verification of one of the following:

- (1) A passing score on a comparable Professional Knowledge examination from another state or agency taken within the past seven years. Submit the original score report at time of application;

- (2) A passing score on a comparable Professional Knowledge examination from another state or agency taken more than seven years ago and five years of full-time teaching experience within the past seven years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application; or
- (3) A current certificate from the National Board for Professional Teaching Standards.

**R7-2-613. PreK-12 Arts Education Certificates**

- A. Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.
- B. Provisional PreK-12 Arts Education Certificate: art, dance, dramatic arts or music.
  1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  2. The requirements are:
    - a. A Bachelor's degree.
    - b. One of the following:
      - i. Completion of a teacher preparation program in PreK-12 arts education in one of the following approved areas: art, dance, dramatic arts or music from a Board-approved teacher preparation program, described in R7-2-604; or
      - ii. Completion of a teacher preparation program in PreK-12 arts education in one of the following approved areas: art, dance, dramatic arts or music from an institution accredited by the

National Association of Schools of Art and Design, National Association of Schools of Dance, National Association of Schools of Theatre, the National Association of Schools of Music, or National Council for Accreditation of Teacher Education; or

- iii. Thirty semester hours of education or arts education courses which teach the knowledge and skills described in R7-2-602, including at least eight semester hours of elementary and secondary methods in the certificate area and 12 semester hours of practicum in the certificate area grades PreK-12. Two years of verified full-time teaching experience in the certificate area in grades PreK-12 may substitute for the 12 semester hours of practicum; or
- iv. A valid PreK-12 arts education certificate from another state.

- c. A passing score on the appropriate subject knowledge portion of the Arizona Teacher Proficiency Assessment. If a proficiency assessment is not offered in a subject area, an approved area shall consist of a minimum of 24 semester hours of courses in the subject.
- d. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment.
- e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**C. Standard PreK-12 Arts Education Certificate: for art, dance, dramatic arts or music.**

- 1. The certificate is valid for six years.
- 2. The requirements are:
  - a. The provisional PreK-12 Arts Education certificate.
  - b. Two years of verified teaching experience will be accepted in lieu of the performance portion of the Arizona Teacher Proficiency Assessment.

- c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**R7-2-614. Other Teaching Certificates**

**A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607.

**B.** Substitute Certificate -- grades K through 12

1. The certificate is valid for six years and renewable by reapplication.
2. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only a substitute certificate shall not be assigned a contract teaching position.
3. An individual who holds a valid teaching or administrator certificate shall not be required to hold a substitute certificate to be employed as a substitute teacher.
4. A person holding only a substitute certificate shall be limited to teaching 120 days in the same school each school year.
5. The requirement for issuance is a Bachelor's degree and a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
6. Substitute certificates previously issued as valid for life under this rule shall remain valid for life.

**C.** Emergency Substitute Certificate -- grades K through 12

1. The certificate is valid for one school year or part thereof. The expiration date shall be the following July 1.
2. The certificate entitles the holder to substitute only in the district that verifies that an emergency employment situation exists.

3. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only an emergency substitute certificate shall not be assigned a contract teaching position.
4. The holder of an emergency substitute certificate shall be limited to 120 days of substitute teaching per school year.
5. The requirements for initial issuance are:
  - a. High school diploma, General Education diploma, or Associate's degree;
  - b. Verification from the school district superintendent that an emergency employment situation exists; and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Safety.
6. The requirements for each reissuance are:
  - a. Two semester hours of academic courses completed since the last issuance of the Emergency Substitute Certificate. District in-service programs designed for professional development may substitute for academic courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director. Individuals who have earned 30 or more semester hours are exempt from this requirement,
  - b. Verification from the school district superintendent that an emergency employment situation exists, and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**D. Emergency Teaching Certificate – birth through grade 12**

1. The emergency teaching certificate is valid one school year or part thereof. The expiration date shall be the following July 1. An emergency teaching certificate

shall not be issued more than three times to an individual. An individual who receives an intern certificate and does not complete the requirements for a provisional certificate shall not be eligible for an emergency certificate.

2. The emergency teaching certificate entitles the holder to enter into a teaching contract.
3. Emergency teaching certificates shall be issued for early childhood, elementary, secondary, and special education certificates required by A.R.S. § 15-502(B), and required endorsements.
4. The emergency teaching certificate entitles the holder to teach only in the district or charter school that verifies that an emergency employment situation exists.
5. The requirements for initial issuance are:
  - a. A Bachelor's degree,
  - b. Verification from the school district superintendent or charter school administrator that an emergency employment situation exists,
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety,
  - d. Verification from the district school superintendent or charter school administrator that the following requirements have been met and a highly qualified and employable candidate was not found:
    - i. The position was advertised on a statewide basis and with at least three career placement offices of higher education institutions, and
    - ii. The district or charter school is participating in any available Board approved alternative path to certification program(s). This requirement may be waived if a district superintendent or charter school administrator provides evidence that an alternative path to

certification program is either not available or not capable of alleviating the emergency employment situation.

6. In addition to the requirements listed in subsection (D)(5) the requirements for reissuance shall include six semester hours of education courses completed since the last issuance of the emergency teaching certificate.

**E. Teaching Intern Certificate -- grades K through 12**

1. Except as noted, the teaching intern certificate is subject to the general certification provisions in R7-2-607.
2. The certificate is valid for one year from the date of initial issuance and may be extended yearly for no more than two consecutive years at no cost to the applicant if the provisions in subsection (E)(6) are met.
3. The teaching intern certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona provisional teaching certificate. During the valid period of the intern certificate the holder may teach in a Structured English Immersion classroom, or in any subject area in which the holder has passed the appropriate Arizona Teacher Proficiency Assessment. The candidate shall be enrolled in a Board authorized alternative path to certification program or a Board approved teacher preparation program.
4. An individual is not eligible to hold the teaching intern certificate more than once in a five year period.
5. The requirements for initial issuance of the teaching intern certificate are:
  - a. A bachelor's degree or higher from an accredited institution;
  - b. A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment that corresponds to the applicant's teaching assignment(s);
  - c. Completion of the requirements for a Provisional Structured English Immersion endorsement, as prescribed in R7-2-613(J);

- d. Verification of enrollment in a Board approved alternative path to certification program, or a Board approved teacher preparation program; and
  - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
6. The requirements for the extension of the teaching intern certificate are:
- a. The teaching intern certificate outlined in subsection (E)(5),
  - b. Official transcripts documenting the completion of required coursework, and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
7. The holder of the teaching intern certificate may apply for an Arizona Provisional Teaching certificate upon completion of the following:
- a. Successful completion of a Board authorized alternative path to certification program or a Board approved teacher preparation program. This shall include satisfactory completion of a field experience or capstone experience of no less than one full academic year. The field experience or capstone experience shall include performance evaluations in a manner that is consistent with policies for the applicable alternative professional preparation program, as described pursuant to R7-2-604.04(B)(5),
  - b. A passing score on the required professional knowledge portion of the Arizona Teacher Proficiency Assessment,
  - c. The submission of an application for the provisional teaching certificate to the Department, and
  - d. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**F. Adult Education Certificates**

1. The adult education certificates are issued for individuals teaching in the areas of Adult Basic Education, Adult Secondary Education, English Language Acquisition for Adults, or Citizenship.
2. Provisional Adult Education Certificate.
  - a. The certificate is valid for three years and is not renewable.
  - b. The requirement for issuance is a valid fingerprint clearance card issued by the Arizona Department of Public Safety and a Bachelor's degree or three years of experience as a teacher, tutor, or aide in an adult education program or in grades K through 12. Up to two years of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.
3. Standard Adult Education Certificate.
  - a. The certificate is valid for six years.
  - b. The requirements are:
    - i. One year of part-time or full-time teaching experience under a provisional adult education certificate, verified by an adult education program administrator;
    - ii. Completion of 10 clock hours in a professional development program described in R7-2-619(B) since the issuance of the provisional adult education certificate; and
    - iii. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
  - c. The renewal requirements are completion of 60 clock hours in a professional development program, described in R7-2-619(B).

**G.** Junior Reserve Officer Training Corps Teaching Certificate -- grades nine through 12

1. The certificate is valid for six years and is renewable upon application.
2. The certificate is valid at any local education agency which conducts an approved Junior Reserve Officer Training Corps program of the Air Force, Army, Navy, or Marine Corps.
3. The requirements are:
  - a. Verification by the district of an approved Junior Reserve Officer Training Corps program of instruction in which the applicant will be teaching,
  - b. Verification by the district that the applicant meets the work experience required by the respective military service, and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**H.** Athletic coaching certificate -- grades seven through 12

1. The certificate is valid for six years.
2. The certificate entitles the holder to perform coaching duties in interscholastic and extracurricular athletic activities. It is not required for teachers who hold a valid elementary, secondary or special education certificate.
3. The requirements are:
  - a. Valid certification in first aid and Coronary and Pulmonary Resuscitation (CPR),
  - b. Completion of 15 semester hours of courses which shall include at least three semester hours in courses related to each of the following:
    - i. Methods of coaching,
    - ii. Anatomy and physiology,

- iii. Sports psychology,
  - iv. Adolescent psychology, and
  - v. The prevention and treatment of athletic injuries.
- c. Two hundred fifty hours of verified coaching experience in the sport to be coached. Coaching experience may include experience as a head coach or assistant coach in a school program or in an organized athletic league, and
  - d. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
4. Renewal requirements are:
- a. Completion of 60 clock hours in a professional development program described in R7-2-619(B),
  - b. Valid certification in first aid and CPR.

**I. Provisional Foreign Teacher Teaching Certificate**

- 1. This certificate is required for a teacher or professor from any foreign country, state, territory or possession of the United States contracted through the foreign teacher exchange program as authorized by federal statutes enacted by the Congress of the United States or other foreign teacher recruitment programs approved by the United States Department of State.
- 2. This certificate is valid for one year and may be extended for an additional year by the consent of the contracting governing board, the education service agency, the charter holder, or the Arizona Board of Regents.
- 3. The requirements are:
  - a. Verification that training and background comply with the comparable Arizona teaching certificate as provided in R7-2-608, R7-2-609(B)(2), R7-

2-610(B)(2), R7-2-611(C)(3), (E)(3), (G)(2), (I)(2), (K)(2), (M)(2), R7-2-612(D)(2), (F)(2), (H)(2), (J)(2), or (L)(2) and R7-2-613.

- b. Holds a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- c. Demonstrates fluency in English as verified by the Test of English as a Foreign Language (TOEFL) or other English proficiency tests approved by the Board.
- d. The passing score by the Test of English as a Foreign Language (TOEFL) or other English proficiency tests approved by the Board shall be determined by the Board using the results of validity and reliability studies. The passing score for each assessment shall be reviewed by the Board at least every three years.

**R7-2-615. Endorsements**

- A.** An endorsement shall be automatically renewed with the certificate on which it is posted.
- B.** Except as noted, all endorsements are subject to the general certification provisions in R7-2-607.
- C.** Endorsements which are optional as specified herein may be required by local governing boards.
- D.** Special subject endorsements -- grades K through 12
  - 1. Special subject endorsements shall be issued in the area of art, computer science, dance, dramatic arts, music, or physical education.
  - 2. Special subject endorsements are optional.
  - 3. The requirements are:
    - a. An Arizona elementary, secondary, or special education certificate;

- b. One course in the methods of teaching the subject at the elementary level and one course in the methods of teaching the subject at the secondary level; and
- c. One of the following:
  - i. Thirty semester hours of courses in the subject area which may include the courses listed in subsection (D)(3)(b),
  - ii. A passing score on the subject area portion of the Arizona Teacher Proficiency Assessment, if an assessment has been adopted by the Board; or
  - iii. A passing score on a comparable out-of-state subject area assessment.

**E.** Mathematics Specialist Endorsement -- grades K through eight. This subsection is valid until June 30, 2011.

- 1. The mathematics specialist endorsement is optional.
- 2. The requirements are:
  - a. An Arizona elementary or special education certificate,
  - b. Three semester hours of courses in the methods of teaching elementary school mathematics, and
  - c. Fifteen semester hours of courses in mathematics education for teachers of elementary or middle school mathematics.

**F.** Mathematics Endorsement -- grades K through eight. This subsection becomes effective on July 1, 2011.

- 1. The mathematics endorsement is optional for all K through eight teachers, but recommended for an individual in the position of mathematics specialist, consultant, interventionist, or coach. Nothing in this Section prevents school

districts from requiring certified staff to obtain a mathematics endorsement as a condition of employment. The mathematics endorsement does not waive the requirements set forth in R7-2-607(J).

2. The requirements are:
  - a. An Arizona elementary or special education certificate;
  - b. Three years of full-time teaching experience in grades K through eight; and
  - c. Eighteen semester hours to include:
    - i. Three semester hours of data analysis, probability, and discrete mathematics;
    - ii. Three semester hours of geometry and measurement;
    - iii. Six semester hours of patterns, algebra, and functions; and
    - iv. Six semester hours of number and operations.
  - d. Six semester hours to include:
    - i. Three semester hours of mathematics classroom assessment;
    - ii. Three semester hours of research-based practices, pedagogy, and instructional leadership in mathematics.
  - e. A passing score on the middle school mathematics knowledge portion of the Arizona Educator Proficiency Assessment may be substituted for the 18 semester hours described in R7-2-615(E)(2)(c).
  - f. Completion of a comparable valid mathematics specialist certificate or endorsement from another state may be substituted for the requirements described in R7-2-615(E)(2)(c) and (d).

**G.** Reading Specialist Endorsement -- grades K through 12. This subsection is valid until June 30, 2011.

1. The reading specialist endorsement shall be required of an individual in the position of reading specialist, reading consultant, remedial reading teacher, special reading teacher, or in a similar position.

2. The requirements are:
  - a. An Arizona elementary, secondary, or special education certificate; and
  - b. Fifteen semester hours of courses to include decoding, diagnosis and remediation of reading difficulties, and practicum in reading.

**H. Reading Endorsement.** This subsection becomes effective on July 1, 2011.

1. A reading endorsement shall be required of an individual in the position of reading or literacy specialist, reading or literacy coach, and reading or literacy interventionist.
2. Reading Endorsement for grades K through eight. The requirements are:
  - a. A valid Arizona elementary special education or early childhood certificate,
  - b. Three years of full-time teaching experience,
  - c. Three semester hours of a supervised field experience or practicum in reading completed for the grades K through eight, and
  - d. One of the following:
    - i. Twenty-one semester hours beyond requirements of initial provisional or standard teaching certificate to include the following:
      - 1) Three semester hours in the theoretical and research foundations of language and literacy,
      - 2) Three semester hours in the essential elements of elementary reading and writing instruction (K through eight),
      - 3) Three semester hours in the elements of elementary content area reading and writing (K through eight),

- 4) Six total semester hours in reading assessment systems,
    - 5) Three semester hours in leadership, and
    - 6) Three semester hours of elective courses in an area of focus that will deepen knowledge in the teaching of reading to elementary students, such as children's literature, or teaching reading to English Language Learners.
  - ii. Proof of a comparable valid reading specialist certificate or endorsement from another state may be substituted for the requirements described in subsections (G)(2)(c) and (d)(i).
  - e. A passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades K through eight may be substituted for 21 semester hours of reading endorsement coursework as described in subsection (G)(2)(d)(i).
3. Reading Endorsement for grades six through 12. The requirements are:
  - a. A valid Arizona elementary, secondary, or special education certificate;
  - b. Three years of full-time teaching experience;
  - c. Three semester hours of supervised field experience or practicum in reading completed for the grades six through 12; and
  - d. One of the following:
    - i. Twenty-one semester hours beyond requirements of initial provisional or standard teaching certificate to include the following:
      - 1) Three semester hours in the theoretical and research foundations of language and literacy;

- 2) Three semester hours in the essential elements of reading and writing instruction for adolescents (grades six through 12);
  - 3) Three semester hours in the elements of content area reading and writing for adolescents (grades six through 12);
  - 4) Six total semester hours in reading assessment systems;
  - 5) Three semester hours in leadership; and
  - 6) Three semester hours of elective courses in an area of focus that will deepen knowledge in the teaching of reading such as adolescent literature, or teaching reading to English Language Learners.
- ii. Proof of a comparable valid reading specialist certificate or endorsement from another state may be substituted for the requirements described in subsections (G)(3)(c) and (d)(i).
- e. A passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades six through 12 may be substituted for 21 semester hours of reading endorsement coursework as described in subsection (G)(3)(d)(i).
4. Reading Endorsement – grades K through 12. The requirements are:
    - a. A valid Arizona elementary, secondary, special education certificate or early childhood certificate;
    - b. Three years of full-time teaching experience;
    - c. Three semester hours of a supervised field experience or practicum in reading completed for the grades K through five;
    - d. Three semester hours of a supervised field experience or practicum in reading completed for the grades six through 12; and

- e. One of the following:
  - i. Twenty-four semester hours beyond requirements of initial provisional or standard teaching certificate to include the following:
    - 1) Three semester hours in the theoretical and research foundations of language and literacy,
    - 2) Three semester hours in the essential elements of elementary reading and writing instruction (grades K through eight),
    - 3) Three semester hours in the essential elements of reading and writing instruction for adolescents (grades six through 12),
    - 4) Three semester hours in the elements of elementary content area reading and writing (grades K through eight),
    - 5) Three semester hours in the elements of content area reading and writing for adolescents (grades six through 12),
    - 6) Six total semester hours in reading assessment systems, and
    - 7) Three semester hours in leadership;
  - ii. Proof of a comparable valid reading specialist certificate or endorsement from another state may be substituted for the requirements described in subsections (G)(4)(c),(d), and (e)(i).
- f. A passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades K through eight and a passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for

grades six through 12 may be substituted for 24 semester hours of reading endorsement coursework as described in subsection (G)(4)(e)(i).

**I.** Elementary Foreign Language Endorsement -- grades K through eight

1. The elementary foreign language endorsement is optional.
2. The requirements are:
  - a. An Arizona elementary, secondary or special education certificate.
  - b. Proficiency in speaking, reading, and writing a language other than English, verified by the appropriate language department of an accredited institution. American Indian language proficiency shall be verified by an official designated by the appropriate tribe.
  - c. Three semester hours of courses in the methods of teaching a foreign language at the elementary level.

**J.** Bilingual Endorsements -- grades K through 12

1. A provisional bilingual endorsement or a bilingual endorsement is required of an individual who is a bilingual classroom teacher, bilingual resource teacher, bilingual specialist, or otherwise responsible for providing bilingual instruction.
2. The provisional bilingual endorsement is valid for three years and is not renewable. The requirements are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, special education, or CTE certificate; and
  - b. Proficiency in a language other than English or sign language.
3. The holder of the bilingual endorsement is also authorized to teach English as a Second Language.
4. The requirements are:

- a. An Arizona elementary, secondary, supervisor, principal, superintendent, special education, or CTE certificate;
- b. Completion of a bilingual education program from an accredited institution or the following courses:
  - i. Three semester hours of foundations of instruction for non-English-language-background students;
  - ii. Three semester hours of bilingual methods;
  - iii. Three semester hours of English as a Second Language for bilingual settings;
  - iv. Three semester hours of courses in bilingual materials and curriculum, assessment of limited-English-proficient students, teaching reading and writing in the native language, or English as a Second Language for bilingual settings;
  - v. Three semester hours of linguistics to include psycholinguistics, sociolinguistics, first language acquisition, and second language acquisition for language minority students; or American Indian language linguistics;
  - vi. Three semester hours of courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students; and
  - vii. Three semester hours of courses in methods of teaching and evaluating handicapped children from non-English-language backgrounds. These hours are only required for bilingual endorsements on special education certificates.
- c. A valid bilingual certificate or endorsement from another state may be substituted for the courses described in subsection (I)(4)(b);

- d. Practicum in a bilingual program or two years of verified bilingual teaching experience; and
- e. Proficiency in a spoken language other than English, verified by the language department of an accredited institution except in the case of Spanish and American Indian languages. Spanish language proficiency shall be demonstrated by passing the Arizona Classroom Spanish Proficiency Examination approved by the Board. American Indian language proficiency shall be verified by an official designated by the appropriate tribe.

**K. English as a Second Language (ESL) Endorsements -- grades K through 12**

- 1. An ESL or bilingual endorsement is required of an individual who is an ESL classroom teacher, ESL specialist, ESL resource teacher, or otherwise responsible for providing ESL instruction.
- 2. The provisional ESL endorsement is valid for three years and is not renewable. The requirements are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, special education, or CTE certificate; and
  - b. Six semester hours of courses specified in subsection (J)(3)(b), including at least one course in methods of teaching ESL students.
- 3. The requirements for the ESL endorsement are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, special education, or CTE certificate;
  - b. Completion of an ESL education program from an accredited institution or the following courses:
    - i. Three semester hours of courses in foundations of instruction for non-English-language-background students. Three semester hours

of courses in the nature and grammar of the English language, taken before January 1, 1999, may be substituted for this requirement;

- ii. Three semester hours of ESL methods;
  - iii. Three semester hours of teaching of reading and writing to limited-English-proficient students;
  - iv. Three semester hours of assessment of limited-English-proficient students;
  - v. Three semester hours of linguistics; and
  - vi. Three semester hours of courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students.
- c. Three semester hours of a practicum or two years of verified ESL or bilingual teaching experience, verified by the district superintendent;
- d. Second language learning experience, which may include sign language. Second language learning experience may be documented by any of the following:
- i. Six semester hours of courses in a single second language, or the equivalent, verified by the department of language, education, or English at an accredited institution;
  - ii. Completion of intensive language training by the Peace Corps, the Foreign Service Institute, or the Defense Language Institute;
  - iii. Placement by the language department of an accredited institution in a third-semester level;

- iv. Placement at level 1-intermediate/low or more advanced score on the Oral Proficiency Interview, verified by the American Council for the Teaching of Foreign Languages;
  - v. Passing score on the Arizona Classroom Spanish Proficiency Examination approved by the Board; or
  - vi. Proficiency in an American Indian language, verified by an official designated by the appropriate tribe.
- e. A valid ESL certificate or endorsement from another state may be substituted for the requirements described in subsection (J)(3)(b),(c), and (d).

**L. Structured English Immersion (SEI) Endorsements -- grades K through 12**

1. From and after August 31, 2006, an SEI, ESL or bilingual endorsement is required of all classroom teachers, supervisors, principals and superintendents. For purposes of this rule, "supervisor," "principal" and "superintendent" means an individual who holds a supervisor, principal or superintendent certificate.
2. The provisional SEI endorsement is valid for three years and is not renewable. The requirements are:
  - a. An Arizona elementary, secondary, special education, CTE, supervisor, principal or superintendent certificate; and
  - b. For teachers, supervisors, principals and superintendents certified on or after August 31, 2006, three semester hours of courses in Structured English Immersion methods of teaching English Language Learner (ELL) students, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools; or
  - c. For teachers, supervisors, principals and superintendents certified before August 31, 2006, one semester hour or 15 clock hours of professional

development in Structured English Immersion methods of teaching ELL students, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools through a training program that meets the requirements of A.R.S. § 15-756.09(B).

3. The requirements for the SEI endorsement are:
  - a. An Arizona elementary, secondary, special education, CTE, supervisor, principal, or superintendent certificate; and
  - b. Qualification for the provisional SEI endorsement, and either:
    - i. Three semester hours of courses related to the teaching of the English Language Learner Proficiency Standards adopted by the Board, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools; or
    - ii. Completion of 45 clock hours of professional development in the teaching of the English Language Learner Proficiency Standards adopted by the Board, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools through a training program that meets the requirements of A.R.S. § 15-756.09(B).
4. Nothing in this Section prevents school districts from requiring certified staff to obtain an ESL or bilingual endorsement as a condition of employment.
5. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year in accordance with certification reciprocity as prescribed in R7-2-621.

6. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Board and meet all other applicable certification requirements.
7. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who apply and otherwise qualify for a Provisional or Standard CTE Certificate pursuant to R7-2-612 under any option that does not require a valid Arizona teaching certificate.
8. An ESL or Bi-lingual endorsement obtained by a supervisor, principal, or superintendent on an Arizona teaching certificate may be added to a supervisor, principal, or superintendent certificate in order to satisfy the requirement in subsection (K)(1).

**M. Gifted Endorsements -- grades K through 12**

1. A gifted endorsement is required of individuals whose primary responsibility is teaching gifted students.
2. The provisional gifted endorsement is valid for three years and is not renewable. The requirements are an Arizona elementary, secondary, or special education certificate and one of the following:
  - a. Two years of verified teaching experience in which most students were gifted,
  - b. Ninety clock hours of verified in-service training in gifted education, or
  - c. Six semester hours of courses in gifted education.
3. Requirements for the gifted endorsement are:
  - a. An Arizona elementary, secondary, or special education certificate;

- b. Completion of nine semester hours of upper division or graduate level courses in an academic discipline such as science, mathematics, language arts, foreign language, social studies, psychology, fine arts, or computer science; and
- c. Two of the following:
  - i. Three years of verified teaching experience in gifted education as a teacher, resource teacher, specialist, or similar position, verified by the district; or
  - ii. A minimum of 135 clock hours of verified in-service training in gifted education; or
  - iii. Completion of 12 semester hours of courses in gifted education. District in-service programs in gifted education may be substituted for up to six semester hours of gifted education courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director. Practicum courses shall not be accepted toward this requirement; or
  - iv. Completion of six semester hours of practicum or two years of verified teaching experience in which most students were gifted.

**N. Early Childhood Education Endorsement -- birth through age 8**

- 1. When combined with an Arizona elementary education teaching certificate or an Arizona special education teaching certificate, the Early Childhood Endorsement may be used in lieu of an early childhood education certificate as described in R7-2-608. When combined with an Arizona cross-categorical, specialized special education, or severe and profound teaching certificate as described in R7-2-611, the Early Childhood endorsement may be used in lieu of an Early Childhood Special Education certificate.

2. An endorsement shall be automatically renewed with the certificate on which it is posted.
3. The requirements are:
  - a. A valid Arizona elementary education teaching certificate as provided in R7-2-609 or a valid Arizona special education teaching certificate as provided in R7-2-611,
  - b. Early childhood education coursework and practicum experience which includes both of the following:
    - i. Twenty one semester hours of early childhood education courses to include all of the following areas of study:
      - (1) Foundations of early childhood education;
      - (2) Child guidance and classroom management;
      - (3) Characteristics and quality practices for typical and atypical behaviors of young children;
      - (4) Child growth and development, including health, safety and nutrition;
      - (5) Child, family, cultural and community relationships;
      - (6) Developmentally appropriate instructional methodologies for teaching language, math, science, social studies and the arts;
      - (7) Early language and literacy development;
      - (8) Assessing, monitoring and reporting progress of young children; and
    - ii. A minimum of eight semester hours of practicum including:

- (1) A minimum of four semester hours in a supervised field experience, practicum, internship or student teaching setting serving children birth through preschool. One year of full-time verified teaching experience with children in birth through preschool may substitute for this student teaching experience. This verification may come from a school-based education program or center-based program licensed by the Department of Health Services or regulated by tribal or military authorities; and
    - (2) A minimum of four semester hours in a supervised student teaching setting serving children in kindergarten through grade three. One year of full-time verified teaching experience with children in kindergarten through grade three in an accredited school may substitute for this student teaching experience;
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety,
  - d. A passing score on the early childhood professional knowledge portion of the Arizona Educator Proficiency Assessment may be substituted for the 21 semester hours of early childhood education courses as described in subsection (M)(3)(b)(i); and
  - e. A passing score on the early childhood subject knowledge portion of the Arizona Educator Proficiency Assessment.
4. Teachers with a valid Arizona elementary education certificate or Arizona special education certificate as of July 1, 2012 meet the requirements of this Section with evidence of the following:

- a. A minimum of three years infant/toddler, preschool or kindergarten through grade three classroom teaching experience within 10 years prior to July 1, 2012; and
- b. A passing score on the early childhood subject knowledge portion of the Arizona Educator Proficiency Assessment.

**O.** Library-Media Specialist Endorsement -- grades K through 12

- 1. The library-media specialist endorsement is optional.
- 2. Requirements are:
  - a. An Arizona elementary, secondary, or special education certificate;
  - b. A passing score on the Library Media Specialist portion of the Arizona Teacher Proficiency Assessment. A Master's degree in Library Science may be substituted for a passing score on the assessment; and
  - c. One year of teaching experience.

**P.** Middle Grade Endorsement -- grades five through nine

- 1. The middle grade endorsement is optional. The middle grade endorsement may expand the grades a teacher is authorized to teach on an elementary or secondary certificate.
- 2. The requirements are:
  - a. An Arizona elementary or secondary certificate, and
  - b. Six semester hours of courses in middle grade education to include:
    - i. One course in early adolescent psychology;
    - ii. One course in middle grade curriculum; and
    - iii. A practicum or one year of verified teaching experience, in grades five through nine.

**Q. Drivers Education Endorsement**

1. The drivers education endorsement is optional.
2. The requirements are:
  - a. An Arizona teaching certificate;
  - b. A valid Arizona driver's license;
  - c. One course in each of the following:
    - i. Safety education,
    - ii. Driver and highway safety education, and
    - iii. Driver education laboratory experience; and
  - d. A driving record with less than seven violation points and no revocation or suspension of driver's license within the two years preceding application.

**R. Cooperative Education Endorsement -- grades K through 12**

1. The cooperative education endorsement is required for individuals who coordinate or teach CTE.
2. The requirements are:
  - a. A provisional or standard CTE certificate in the areas of agriculture, business, family and consumer sciences, health occupations, marketing, or industrial technology; and
  - b. One course in CTE.

**R7-2-616. Administrative Certificates**

- A.** All certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.

**B. Supervisor Certificate -- grades PreK-12**

1. Except for individuals who hold a valid Arizona principal or superintendent certificate, the supervisor certificate is required for all personnel whose primary responsibility is administering instructional programs, supervising certified personnel, or similar administrative duties.
2. The certificate is valid for six years.
3. The requirements are:
  - a. A valid Arizona early childhood, elementary, secondary, special education, CTE certificate or other professional certificate issued by the Department;
  - b. A Master's or more advanced degree;
  - c. Three years of verified full-time teaching experience or related education services experience in a PreK-12 setting;
  - d. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - e. A practicum in educational administration or two years of verified educational administrative experience in grades PreK-12;
  - f. A passing score on the Arizona Administrator Proficiency Assessment;
  - g. An SEI endorsement or an ESL endorsement or a Bilingual Endorsement;  
and
  - h. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**C. Principal Certificate -- grades PreK-12**

1. The principal certificate is required for all personnel who hold the title of principal, assistant principal, or perform the duties of principal or assistant principal as delineated in A.R.S. Title 15.
2. The certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree;
  - b. Three years of verified teaching experience in grades PreK-12;
  - c. Completion of a program in educational administration for principals including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - d. A practicum as a principal or two years of verified experience as a principal or assistant principal under the supervision of a certified principal in grades PreK-12;
  - e. A passing score on either the Principal or Superintendent portion of the Arizona Administrator Proficiency Assessment;
  - f. An SEI endorsement or an ESL endorsement or a Bilingual Endorsement;  
and
  - g. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**D. Superintendent Certificate -- grades PreK-12**

1. Individuals who hold the title of superintendent, assistant superintendent or associate superintendent and who perform duties directly relevant to curriculum,

instruction, certified employee evaluations, and instructional supervision may obtain the superintendent certificate.

2. The certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree including at least 60 graduate semester hours;
  - b. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative courses which teach the standards described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - c. Three years of verified full-time teaching experience or related education services experience in a PreK-12 setting;
  - d. A practicum as a superintendent or two years verified experience as a superintendent, assistant superintendent, or associate superintendent in grades PreK-12;
  - e. A passing score on the Superintendent portion of the Arizona Administrator Proficiency Assessment;
  - f. An SEI endorsement or an ESL endorsement or a Bilingual endorsement; and
  - g. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**E.** Reciprocity. The Board shall issue an Arizona reciprocal supervisor, principal or superintendent certificate to an applicant who holds a valid equivalent certificate from another state and meets the requirements as set forth in subsection (B)(3), (C)(3), or (D)(3).

1. Certificates shall be valid for one year and are nonrenewable.
2. The applicant shall possess a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
3. The deficiencies allowed pursuant to Arizona Revised Statutes in U.S./Arizona Constitutions, a passing score on all required portions of the Arizona Administrator Proficiency Assessment, fulfillment of Structured English Immersion (SEI) clock hours as required by Board rule shall be satisfied prior to the issuance of any other certificate prescribed in this Chapter, except as noted below:
  - a. The applicable Arizona Administrator Proficiency Assessment shall be waived for applicants with a passing score on a comparable assessment from another state or three years of verified full time administrative experience.
  - b. The three years of verified administrative experience shall have been during the last valid period of the certificate produced from the other state.

**R7-2-617. Other Professional Certificates**

- A.** All certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-617.
- B.** Guidance Counselor Certificate -- grades Pre-kindergarten-12
  1. The guidance counselor certificate is valid for six years.
  2. The requirements are:
    - a. A Master's or more advanced degree;
    - b. Completion of a graduate program in guidance and counseling. A valid guidance counselor certificate from another state may substitute for this requirement;
    - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety; and
    - d. One of the following:

- i. Completion of a supervised counseling practicum in school counseling;
- ii. Two years of verified, full-time experience as a school guidance counselor; or
- iii. Three years of verified teaching experience.

**C. School Psychologist Certificate -- grades Prekindergarten-12**

1. A school psychologist certificate is required for all personnel whose primary responsibility is in the role of a school psychologist providing services that include but are not limited to the duties of student psychoeducational assessment, therapeutic consultation and intervention, and involvement in the process of determination of student disabilities or disorders.
2. The school psychologist certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree;
  - b. Completion of a graduate program in school psychology consisting of at least 60 graduate semester hours, or completion of a doctoral program in psychology and completion of a re-training program in school psychology from an accredited institution or Board approved program with a letter of institutional endorsement from the head of the school psychology program;
  - c. A supervised internship of at least 1200-clock hours with a minimum of 600 of those hours in a school setting. Three years experience as a certified school psychologist within the last ten years may be substituted for the internship requirement; and
  - d. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
4. Any of the following may be substituted for the requirement described in subsection (C)(3)(b):
  - a. Five years experience within the last ten years working full time in the capacity of a school psychologist in a school setting serving any portion of grades kindergarten through twelve; or

- b. A Nationally Certified School Psychologist Credential; or
  - c. A diploma in school psychology from the American Board of School Psychology.
- D.** Arizona School Psychologist Interim Certificate - grades Pre-kindergarten-12
  - 1. The certificate is valid for two years and is not renewable.
  - 2. The interim certificate entitles the holder to perform school psychologist duties in whatever capacity or grade levels assigned by personnel in subsection (4) of this section.
  - 3. The requirements are:
    - a. A Master's or more advanced degree in psychology;
    - b. Verification of current enrollment in an accredited school psychology program or a Board approved school psychology program signed by the dean of a college of education or the administrator of a Board-approved school psychology preparation program; and
    - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
  - 4. The holder of the interim certificate shall be under the direct supervision of college and certified school personnel, including a school or school district-based certified school psychologist who holds a valid Arizona School Psychologist Certificate.
- E.** Speech-Language Pathologist Certificate – grades Prekindergarten – 12
  - 1. The speech-language pathologist certificate is required for school-based speech-language pathologists.
  - 2. The certificate is valid for six years and may be renewed with the completion of a minimum of 60 clock hours of relevant professional development in the field of speech pathology, or professional development in the areas of articulation, voice, fluency, language, low incidence disabilities, curriculum and instruction, professional issues and ethics, or service delivery models.
  - 3. The requirements are:
    - a. A Master's or more advanced degree, from an accredited institution, in speech pathology or communication disorders;

- b. A minimum of 250 clinical clock hours supervised by a university or a speech-language pathologist with a certificate of clinical competence;
  - c. A certificate of clinical competence, or a passing score on the national exam, or a passing score on the speech and language impaired special education portion of the Arizona Teacher Proficiency Assessment; and
  - d. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- F. Speech-Language Technician – grades Prekindergarten – 12**
1. The speech-language technician certificate is required for school-based speech-language professionals.
  2. The certificate is valid for six years and may be renewed with the completion of a minimum of 180 clock hours of graduate level coursework in the field of speech pathology, or professional development in the areas of articulation, voice, fluency, language disorders, low incidence disabilities, professional issues and ethics, or service delivery models.
  3. The requirements are:
    - a. A Bachelor’s degree from an accredited program in Speech-Language Pathology, Speech-Hearing Sciences, or Communication Disorders;
    - b. A minimum of 50 hours of university supervised observation;
    - c. A minimum of 150 university clinical clock hours, or 150 clock hours supervised by a Master’s level licensed speech-language pathologist, or two years experience as a school speech-language therapist or technician;
    - d. A passing score on the speech and language impaired special education portion of the Arizona Teacher Proficiency Assessment; and
    - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety

**R7-2-618. Fees**

- A.** The Superintendent of Public Instruction or the Superintendent's designee shall collect proper fees for certification services and shall transmit the fees to the state Treasurer. The following fees are established for certification services:
1. Evaluation of qualification for a certificate: \$30.
  2. Evaluation of qualification for an endorsement: \$30.

3. Issuance of a certificate, endorsement, or letter of non-qualification: \$30.
4. Renewal of a certificate: \$20.
5. Name change, duplicate copy, or changes of coding to existing files or certificates: \$20.

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

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

**R7-2-619. Renewal Requirements**

**A.** A certificate may be renewed within six months of its expiration date except that an individual holding multiple valid certificates may renew all certificates at one time in order to align the expiration dates of each certificate. Certificates being aligned shall be renewed at the same time as the certificate that will expire first. Individuals seeking to align certificates shall meet the renewal requirements for each certificate being aligned.

Certificates aligned pursuant to this Section may be valid for less than six years.

**B.** A certificate may be renewed within one year after it expires. Individuals whose certificates have been expired for more than one year shall reapply for certification under the requirements in effect at the time of reapplication. Nothing in this Section shall imply that an individual may be employed in a position that requires certification after the expiration of the relevant certificate. Professional development must relate to Arizona

academic or professional educator standards or apply toward the attainment of an additional Arizona certificate, endorsement, or approved area.

C. Renewal of certificates requires the completion of professional development after the most recent issuance or renewal of the certificate. Professional development shall consist of any of the following activities:

1. Courses related to education or a subject area taught in Arizona schools, taken from an accredited institution. Each semester hour of courses shall be equivalent to 15 clock hours of professional development. The required documentation shall be an official transcript.
2. Professional activities such as conferences and workshops related to the profession of teaching or the field of public education. A maximum of 30 clock hours per year may be earned by attendance at professional conferences and workshops. The required documentation shall be a conference agenda and a statement or certificate from the sponsoring organization noting the clock hours earned.
3. District-sponsored or school-sponsored in-services or activities which are specifically designed for professional development. The required documentation shall be written verification from the sponsoring district or school stating the dates of participation and the number of clock hours earned.
4. Internships in business settings. The internship shall be based on an agreement between a business and a district or school with the stated objective of aligning teaching curriculum with workplace skills. A maximum of 80 clock hours may be earned through business internships. The required documentation shall be written

verification by the sponsoring business and district or school stating the dates of participation and number of clock hours earned.

5. Educational research. The research shall be sponsored by a research facility or an accredited institution or funded by a grant. The required documentation shall be the published report of the research or verification by the sponsoring agency; and a statement of the dates of participation and the number of clock hours earned.
6. Serving in a leadership role of a professional organization that provides training, activities, or projects related to the profession of teaching or the field of public education. A maximum of 30 clock hours per year may be earned by serving in a leadership role of a professional organization. The required documentation shall be written verification by the governing body of the professional organization of the dates of service and clock hours earned.
7. Serving on a visitation team for a school accreditation agency. A maximum of 60 clock hours per year may be earned by serving on a visitation team. The required documentation shall be written verification from the accreditation agency of the dates of service and clock hours earned.
8. Completion of the process for certification by the National Board of Professional Teaching Standards. The required documentation shall be written verification from the National Board of Professional Teaching Standards and a statement from the employing district or school verifying the dates and the clock hours earned during the certification process.

- D.** An individual holding a Standard teaching certificate, an administrative certificate, or other professional certificate, may renew the certificate upon completion of 180 clock hours of professional development.
- E.** An individual who is employed by a school or school district at the time of renewal shall submit the required documentation of professional development to the district superintendent, director of personnel, or other designated administrator for verification. A certified individual who is not employed by a school or school district at the time of renewal shall submit the required documentation of professional development to a county school superintendent, the dean of a college of education, or the Department for verification. The school or district official, county school superintendent, or the dean of a college of education shall verify on forms provided by the Department the number of hours of professional development completed by the individual during the valid period of the certificate being renewed.
- F.** The Department shall issue a Standard teaching certificate of the same type.

**R7-2-620. Certification Time-frames**

- A.** For certification by the State Board of Education ("Board"), Certification Division ("Division"), the time-frames required by A.R.S. § 41-1072 et seq are:

  - 1. Overall time-frame: 165 days.
  - 2. Administrative review time-frame: 45 days.
  - 3. Substantive review time-frame: 120 days.
- B.** Administrative completeness review time-frame. The Division shall issue a written notice of administrative completeness or deficiency to an applicant for certification within 45 days of receipt of the application.

1. If the Division determines that an application for certification is not administratively complete, the Division shall include a comprehensive list of the specific deficiencies in the written notice.
  2. If the Division issues a written notice of deficiency, the administrative completeness review time-frame and the overall time-frame are suspended from the date the notice is issued until the date that the Division receives the missing information from the applicant.
  3. If the Division does not issue a notice of administrative completeness or deficiency within 45 days of receipt of the application, the application is deemed administratively complete.
- C.** Substantive review time-frame. Within 120 days after the administrative completeness review time-frame is complete, the Division shall determine whether an applicant for certification meets all substantive criteria required by statute or rule.
1. During the substantive review time-frame, the Division may make one comprehensive written request for additional information. If the Division issues a comprehensive written request for additional information, the substantive review time-frame and the overall time-frame are suspended from the date the request is issued until the date that the Division receives the additional information from the applicant.
  2. The Division and the applicant may mutually agree in writing to allow the Division to submit supplemental requests for additional information. If the Division issues a supplemental request by mutual written agreement for additional information, the substantive review time-frame and the overall time-frame are suspended from the date the request is issued until the date that the Division receives the additional information from the applicant.
- D.** Overall time-frame. The Division shall issue a written notice that the Board has granted or denied a certificate no later than 165 days after receipt of an application for certification, or no later than the time-frame extension allowed under subsection (E).
1. Written notice denying an applicant certification shall include justification for the denial with references to the statutes or rules on which the denial is based and an explanation of the applicant's right to appeal the denial.

2. The explanation of an applicant's right to appeal the denial shall include the number of days the applicant has to file an appeal challenging the denial and the name and telephone number of the Executive Director of the Board as the contact person who can answer questions regarding the appeals process.
- E.** By mutual written agreement, the Division and an applicant for certification may extend the substantive review time-frame and the overall time-frame. An extension of the substantive review time-frame and the overall time-frame may not exceed 33 days.
- F.** If the Division does not issue to an applicant written notice granting or denying a certificate within the overall time-frame or any extension mutually agreed upon in writing, the Division shall refund to the applicant all fees charged, excuse payment of any fees that have not yet been paid, and pay all penalties required by A.R.S. § 41-1077.
- G.** The Division shall issue all written notices under this Section to the last known address of the applicant by regular, 1st-class mail. The written notices are deemed "issued" on the postmark date.
- H.** By August 1 of each year, the Division shall report to the Executive Director of the Board the Division's compliance with the overall time-frames for the prior fiscal year. The Division shall include the number of certificates issued or denied within the time-frames specified in this Section and the dollar amount of all fees returned or excused. The Division shall also include the amount of all penalties paid to the state general fund due to the Division's failure to comply with the time-frames.

**R7-2-621. Reciprocity**

The Board shall issue a comparable Arizona provisional certificate, if one is established pursuant to this Chapter, to an applicant who holds a valid certificate from another state and possesses a Bachelor's or higher degree from an accredited institution.

1. Certificates shall be valid for one year and are nonrenewable.
2. The applicant shall possess a valid fingerprint clearance card issued by the Arizona Department of Public Safety. Applicants who were fingerprinted in

another state with substantially similar criminal history or teacher fingerprinting requirements shall be required to provide documentation that an application for a fingerprint clearance card has been submitted to the Arizona Department of Public Safety. “Substantially similar” criminal history or teacher fingerprinting requirements shall be determined by the Investigations Unit and shall, at a minimum, include local law enforcement and FBI checks.

3. The deficiencies allowed pursuant to Arizona Revised Statutes in Arizona Constitution, United States Constitution, and a passing score on all required portions of the Arizona Teacher Proficiency Assessment shall be satisfied prior to the issuance of the same type certificate prescribed in this Chapter, except as noted below:
  - a. A person is not required to take the professional knowledge portion of the Arizona Teacher Proficiency Assessment if the person has passed a comparable proficiency examination adopted by a state board of education or equivalent agency in another state.
  - b. A person is not required to take the content knowledge portion of the Arizona Teacher Proficiency Assessment if the person has passed a comparable proficiency examination adopted by a state board of education or equivalent agency in another state
  - c. A person who passed comparable proficiency examinations adopted by a state board of education or equivalent agency in another state seven or more years before qualifying to teach in this state is required to pass the Arizona Teacher Proficiency Assessment unless the person has been employed as a teacher in

another state for at least five of the previous seven years before qualifying to teach in Arizona.

d. The professional knowledge and subject knowledge portions of the Arizona Teacher Proficiency Assessment shall be waived for applicants who hold a current certificate from the National Board for Professional Teaching Standards.

**R7-2-622. Qualification Requirements of Professional, Non-Teaching School Personnel**

**A. Definitions:**

1. "Educational Interpreter." For the purposes of this Section, "educational interpreter" means a person trained to translate in sign language for students identified to require such services through an Individualized Education Program (IEP) or a 504 accommodation plan in order to access academic instruction. This does not in any way restrict the provisions of R7-2-401(B)(14) which defines "interpreter" and provides that each student's IEP team determines the level of interpreter skill necessary for the provision of FAPE, nor does it restrict a school district's ability to develop a job description for someone in a position of "educational interpreter" that requires additional job responsibilities.
2. "Accommodation plan developed to comply with Section 504 of the Rehabilitation Act of 1973, 29 USC 794, et seq. ("504 accommodation plan")." For the purposes of this Section, "504 accommodation plan" means a plan developed for the purpose of specifying accommodations and/or services that will be implemented by classroom teachers and other school personnel so that students will benefit from their educational program.

**B. Educational Interpreters for the Hearing Impaired.**

1. Persons employed by or contracting with schools and school districts to provide educational interpreting services for hearing impaired students must meet the following qualifications from and after January 1, 2005:
  - a. Have a high school diploma or GED;
  - b. Hold a valid fingerprint clearance card, and

- c. Show proficiency in interpreting skills through one of the following:
    - i. A minimum passing score of 3.5 or higher on the Educational Interpreter Performance Assessment (EIPA), or
    - ii. Hold a valid Certificate of Interpretation (CI) and/or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID), or
    - iii. Hold a valid certificate from the National Association of the Deaf (NAD) at level 3 or higher.
  2. If a public education agency (PEA) is unable to find an individual meeting the above qualifications, the PEA may hire an individual with lesser qualifications, but the PEA is required to provide a professional development plan for the individual they employ to provide educational interpreting services. This professional development plan must include the following:
    - a. Proof of at least 24 hours of training in interpreting each year that a valid certification is not held or EIPA passing score is not attained, and
    - b. Documentation of a plan for the individual to meet the required qualifications within three years of employment. If the qualifications are not attained within three years, but progress toward attainment is demonstrated, the plan shall be modified to include an intensive program for up to one year to meet the provisions of subsection (B)(1).
  3. An individual employed under the provisions of subsection (B)(2) must also have the following:
    - a. A valid fingerprint clearance card, and
    - b. A high school diploma or GED.
- C. Compliance with these rules will be reviewed at the same time as a PEA is monitored for compliance with the requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400, et seq.